

Staff Council Meeting Notes

July 22nd, 2015

Members in attendance:

Mike Richwalsky, David Wong, Troy Field, Eric Eickhoff, Kevin Hatgas, Eddie Carreon, Ross Carbone, Autumn Petti, Andrew Fronczek, Mike Pasquale

1. University Staff Open Forum

- a. Person One: Will there be any added security on campus to make sure that those who potentially are alone on their floor or at risk of having something happen.
 - i. Currently the JCUPD does not have the man power to be able to have someone in all places at every moment. They currently do their best to hit every floor of every building.
- b. When agenda are posted online can the topics that are being covered by included in the sub headings
 - i. Yes this will be done from now on

2. Staff Council Submitted Feedback Form

- a. First Item: Theft from an office in O'Malley, Suspicious person walking around campus
 - i. There will be a notice sent out to the campus on what is known and what has happened around campus. This morning an officer went around the campus to see if there was anything noticeable that needed to be pointed out to offices to show what they can do to be more cautious about protecting their department.
 - ii. Per federal law, when there are any patterns of suspicious or criminal behavior on campus, the university will be made aware by JCUPD.
- b. Second Item: When will staff be able to provide an honest meaningful anonymous review of their supervisor
 - i. The answer to this issue has been updated on the Staff Council website. The answer suggests that there is no true value in anonymous information being submitted regarding an individuals supervisor.
- c. Third Item: Should the course evaluations for staff development be consistent across the board?
 - i. Staff Council will look into addressing this issue?

3. Approval of Minutes

- a. This will be held until the next meeting due to low attendance of Staff Council members.

4. Committee Reports

- a. *University Committee Reports*
 - i. ULC – Kevin Hatgas
 1. This committee does not meet during the summer.

ii. Budget Committee – David Wong

1. This committee does not meet during the summer.

iii. USPG – Mary Ann Hanicak

1. Mary Ann Hanicak is absent for this meeting and not able to report information.
2. Latest draft of the plan is on the USPG website

iv. HR Policy Review Committee – Brian Hurd

1. These individuals get together to review HR policies in the staff handbook and provide critique and feedback for revision. Once a draft is worked through, it is provided to the Staff Council and for everyone at the university to see what direction the policy is taking so that they can provide feedback.
2. Will be determining what level of review each policy will receive in order to try to keep the progress going.

b. Staff Council Committee Reports

i. Communication, Kevin Hatgas

1. Q and A section has been added to the Staff Council website and will be updated as more questions and answers are collected
2. Google Calendar functionality added to the Staff Council website. This allows you to embed the Staff Council calendar which will reflect all meetings and events that the Staff Council has published.
3. Staff Email Newsletter will be sent out in September. A template has been chosen that will be used for the newsletter.
4. Next committee meeting will be July 30th information regarding the location and time can be found on the web.

ii. Staff Development, Mary Ann Hanicak

1. Mary Ann not present at meeting to provide status on Staff Development Committee.

iii. Community Building and Staff Recognition, Eric Eickhoff

1. Thursday July 23rd The John Carroll Movie Night on the Quad will be happening with free popcorn and also can purchase ice cream.
2. Cleveland Gladiators Game tickets are available online via the link that was provided to all Staff.
3. July 31st – August 5th Operation Back Pack in collaboration with Cleveland Savings Bank will be happening. School supplies will be collected throughout the week to help those in need of supplies for the upcoming school year
4. August 13th Swensons Food truck will be on campus. Staff can receive a free sandwich but will need to purchase any additional items that they wish to have. There will also be lawn games available.
5. Working with HR to address the issue of Staff not being recognized at this university.

6. Working on crafting a Blue Gold Day proposal that will increase school spirit. Need to go through HR and the VP's for approval.
 7. Homecoming hall decorating will be done by this committee. They also intend to hold a tail gate event with food trucks. All Staff are free to home games not include play off games.
 8. July 29th will be the next meeting date for this committee
- iv. Mission, Advocacy and Orientation, Brian Hurd*
1. Working with HR on the Campus Colleague Program, which was sent out via Inside JCU. Through this program a current staff person will be paired with a new hire to introduce this individual to the university and provide them with a more seamless transition to working at John Carroll. Another announcement will be made via Inside JCU on Friday asking for those who are interested in participating.
 2. Will be working with other offices on campus to begin working on the mission part of this committees responsibility
 3. Have not set the next meeting date as of today. When this is determined it will be posted on the Staff Council website
- v. Membership, Governance & Finance, David Wong*
1. Because of issues with schedules, they were not able to meet for the month of July to provide an update.
 2. Committee is looking for last committee member and has extended the opportunity for others to join if they wish to do so.
 3. Looking at putting together an adjusted budget for on one large staff event and possible two smaller events throughout the year that may have to do with staff education or other interests expressed by Staff Members. This will support the need for Staff Council to be able to work with a budget that will allow for more events to support Staff.

5. New Business

- a. Feedback was provided regarding the lack of the post reunion picnic. There were several individuals that were not aware that it was not happening, although several discussions happened in Staff Council meetings. To communicate more effectively what was put in place to offset not holding the picnic, Mike Richwalsky will be sending an announcement out today July 22nd or July 23rd.
- b. Staff Council will be requesting to have more information provided from the Great Colleges to work for survey that was conducted from Rich Mauser and possibly Alex Teodosio this week. Will be looking to analyze the data from this survey.

6. Future Meeting Dates

- a. Executive Committee Meeting August 12th
- b. Staff Council Meeting August 19th

c. All Staff Meeting September 23rd (to be confirmed)