

Staff Council
Meeting Minutes
5/20/2015

Committee members in attendance: Megan Dzurec, Autumn Petti, Ross Carbone, Eric Eickhoff, Kevin Hatgas, Mike Richwalsky, Rory Hill, Mary Ann Hanicak, Brian Hurd, Andrew Fronczek, Jaime Spitznagel, Lisa Ramsey, Troy Field

Meeting called to order 2:06 p.m.

1. Staff Open Forum
 - a. No questions from staff
 - b. Submitted questions
 - i. Google calendar for staff council events
 1. Communication committee will create this soon
 - c. Vacation for 10-month contracted workers
2. Approval of minutes
 - a. Approved pending correct count of votes
3. Committee reports
 - a. University Leadership Group
 - i. Talking mostly about future of the group- will it still exist after Jerry Desanto leaves
 1. Group will continue to meet next year with the hopes of being a working group instead of just being an "update" group
 - b. Budget Committee
 - i. 2014-15 budget was projected at \$600K deficit but is closer to \$800k
 - ii. 2015-16 budget was budgeted at \$900k deficit based on 885 new students
 1. This budget was not approved by Board
 2. Board wants us to have a balanced budget to vote on in Fall
 - c. USPG
 - i. Roughly 180 faculty/staff attended town hall
 1. USPG used feedback gathered from town hall to rework document
 2. Another draft is in the works
 - d. Communications committee
 - i. Newsletter
 1. Working on sections for the newsletter
 - a. Editorial
 - b. New employees
 - c. Division news section (promotions and/or news for each division)
 - d. Q&A section

- e. Video highlight
 - f. Take John Carroll with You photo
 - e. Staff Development
 - i. New committee member- Lisa Ramsey
 - ii. Important to work with HR to support and supplement staff development programs that are currently on campus
 - 1. Assess the needs of staff on professional development opportunities
 - a. Working on developing a staff survey to find out what the needs are on campus
 - f. Community Building and Staff Recognition
 - i. Administrative Assistant day
 - 1. Successful event
 - 2. Need to work on making sure we are inviting all the right people to the event
 - ii. Staff ice cream truck
 - 1. Friday, May 22- free for all staff
 - iii. Need better staff recognition at Commencement (awards and honors)
 - g. Mission, Advocacy, & Orientation
 - i. New staff orientation
 - 1. How does staff get involved in this process
 - a. Pairing new employees with a mentor/buddy
 - b. Campus tours to new staff
 - c. Working with HR for an orientation assessment tool
 - 2. Working with HR about a benefit for sharing sick time/vacation time
 - a. Being evaluated by HR and senior leadership
 - h. Membership, Governance, & Finance
 - i. Reviewed budget
 - ii. Looking for a new committee meeting
4. Upcoming meeting
 - a. May 27 – All-staff meeting 2 p.m. LSC Conference Room
 - i. Overview of Staff Council- introduction of members
 - ii. VPs invited to give end-of-year reports
 - iii. Video recording meeting for those who were unable to attend
 - iv. Staff picnic update
 - 1. Why we are not doing it this year
 - v. Open forum for questions at end

Meeting adjourned at 2:48 p.m.