

Staff Council

Wednesday, October 21, 2015

Minutes

In attendance: Mike Richwalsky, David Wong, Deanna Depenti, Mary Ann Hanicak, Jamie Spitznagel, Rory Hill, Kevin Hatgas, Mike Pasquale, Eddie Carrion, Brian Hurd, Eric Eickhoff, Connie Brooks, Jane Evans, Debbie Nixon, Courtney Farver, Ross Carbone, Troy Field

Not in attendance: Autumn Petti, Megan Dzurec, Andrew Fronczek, Lisa Ramsey

1. University Staff Open Forum
 - a. Submitted Items
 - i. Staff Council support of promoting Veteran's Day Events
 1. Shared with Kevin to report out
 - ii. Critique of Homecoming Poster
 - iii. Restriping of Boler Parking Lot
 1. Facilities is working on cleaning the lot
 - iv. Varying Times of Inside JCU email arrival
 1. IMC is changing the way it is being sent in early November so hopefully this will improve deliverability of the email.
 - b. Community Items
 - i. None
2. Approval of Minutes
 - a. Approved
3. Committee Reports
 - a. University Committee Reports
 - i. Budget Committee – David Wong
 1. No report
 - ii. HR Policy Review – Brian Hurd
 1. HR has published 5 policies online which anyone can access and give feedback to
 - a. Policies will remain online for review for 30 days
 - b. Once 30 days are up and feedback has been taken into account, policies will be reworked and posted as approved by the community
 2. New Employee Orientation
 - a. Creating a checklist for managers so they know what they should be doing with all new employees (how to get id, how to log in to computer, etc.)
 - iii. Great Colleges Data Review – Eric Eickhoff
 1. Next steps
 - a. Staff Council presentation on October 28 at All-Staff meeting

- b. Reaching out to departments/divisions to do presentations that focus on the data from their area
 - iv. USPG – Mary Ann Hanicak
 - 1. Community forum
 - a. USPG is happy with turnout of both the presentation and the discussion afterwards
 - b. Working to review the feedback and use it to tighten the strategic plan
 - v. ULC – Kevin Hatgas
 - 1. Emergency response
 - a. Getting more folks on campus trained for large-scale emergencies
 - i. Offering classes on campus for employees
 - 1. Class will be given to Staff Council, Faculty Council, and Student Union to get feedback before pushing it out campus wide
 - b. Staff Training in general
- b. Staff Council Committee Reports
- i. Membership, Governance and Finance
 - 1. Rich Mausser is officially Staff Council liaison to the president
 - 2. SC budget increased to \$11,000
 - a. This is an increase of \$6,000 for the year
 - 3. Committee working on changes to the agenda
 - a. Suggested changes will be voted on by the Executive Committee and approved items will be forwarded on to SLT
 - ii. Mission, Advocacy, Orientation
 - 1. Campus Colleague Program
 - a. Program started this Fall and is going very well
 - b. About a dozen new employees have been assigned a Campus Colleague
 - 2. Committee will be looking at the Mission Leave policy and how it is being used
 - iii. Staff Development
 - 1. JCU Staff Connections launches this week
 - a. Hoping to create connections with staff through outside interests
 - 2. Wants to increase awareness of the Atomic Learning platform for staff
 - a. Great resource that few people know about
 - iv. Community Building & Staff Recognition
 - 1. Homecoming recap

- a. 15 departments participated in the Door Decorating Contest
 - 2. Tailgate
 - a. Due to weather, the Staff Tailgate was sparsely attended
 - 3. Cavs game
 - a. January 21 vs Clippers
 - i. JCU has 471 tickets for the game
 - 4. Trick-or-Treat
 - a. October 28
 - b. Asking for Staff to donate bags of candy to help this event
 - c. Dining Hall will have \$5 for staff that night
 - 5. Recognition Programs
 - a. Coming up with a new Staff Recognition program that revolves on the learning goals- to be distributed at the end of the academic year
 - i. This is different than the JCU Star Program
 - b. JCU STAR program
 - i. Officially launching this fall through HR
- v. Communications
 - 1. Staff Newsletter
 - a. Generally good feedback
 - b. Had some issues with the template
 - i. Company that we used for creating the newsletter went out of business so we are back to square one with design
 - c. Next newsletter will go out in early January
 - 4. All- Staff Meeting Agenda Items
 - a. October 28, 2015 – LSC Conference Room
 - b. Employee Recognition Program Information (JCU STAR)
 - c. Great Colleges Data Results & Next Steps
 - 5. New Business
 - a. Possible staff council retreat to meet one another and talk about goals for the organization
 - 6. Adjournment

Staff Council Website: <http://sites.jcu.edu/staffcouncil/>

Contact:

Mike Richwalsky, mrichwalsky@jcu.edu, Rodman 309, x3022