

Staff Council

Meeting Minutes

December 17, 2015

Call to order

Mike Richwalsky called to order the regular meeting of the Staff Council at 2:00 PM on December 17, 2015 in the Murphy Room.

Roll call

The following persons were present: Mike Richwalsky, David Wong, Brian Hurd, Rory Hill, Troy Field, Lord Edwin Carreon, Samantha Cocco, Lisa Ramsey, Todd Bruce, Jamie Spitznagel, Debbie Nixon

University Staff Open Forum

Submitted Items

a) Q: Why don't offices close on Wednesday before Thanksgiving/Holy Thursday?

A: This item will be posted online when Staff Council is able to reach out to HR staff and receive an answer

b) Q: More alerting of campus community about related crimes and other hazards around campus

A: A notice was sent out via JCUPD regarding Campus Security Advisory. So this is an item that is being addressed through JCUPD in being more transparent regarding security issues and measures on campus.

c) Q: Are there AED's on campus?

A: There are currently a couple of AED's on campus right now. But we are working on funding to have more available. These items are very expensive so currently the hopes are that we can get more on campus by next semester and also provide training on the use of them.

d) Q: There was frustration expressed regarding the raise that was recently issued and how low the amount was.

A: This will be shared with Alex Teodosio in HR

e) Q: Service and Availability issues on campus needing to be addressed

A: This will be shared with the Mission and Advocacy Committee on Staff Council who will work to address the concerns and work towards a resolution.

f) Admin Elevator currently not functioning and posing an issue on the individuals who visit and work in the building

A: We are aware of the issue that this has posed. Facilities is currently waiting on a part that is needed to repair the elevator and will soon have a meeting with the company.

Guest Presentation (Todd Bruce)

a) Topic: Assessment

- i. Spring 2015 JCU appeared before the HLC. It was highly recommended the university participate in the Assessment Academy which helps with the proper assessment of student learning. A 5 member team was assembled for the first event which was a round table discussion. More recently an Academy Action Team was formed to develop an institutional system or set of systems that assess student learning in all facets of their education with John Carroll.

Those who are not currently involved with this team, but would like to be a part of it, are more than welcome to volunteer. All backgrounds are welcome to participate. For those that may have more questions regarding the purpose of the Academy Action Team or the Assessment process as it stands, can visit the [Office of Institutional Effectiveness](#).

Approval of Minutes

- Minutes have been approved

Committee Reports

a) HR Policy Review (Brian Hurd)

- i. Feedback has been consistently coming in and reviewed and considered. The current system has been working great and they appreciate those who have taken the time to review the policies that have been posted and providing feedback.

b) Great Colleges Data (Eric Eickhoff)

- i. Group met with faculty in the last couple of weeks and now intend to meet with divisions to review information in the new year.

c) USPG (Mary Ann Hanicak)

- ii. Proposal was put in front of the board in December and approved. The next steps are to work on fleshing out the data and move forward with an action plan

d) Budget Committee (David Wong)

- iii. December 4th the committee met for the first time and went through the current assumed budget for the next year. This budget is based off of the anticipation of there being 765 entering freshmen. A March meeting will be before the board in more detail.

e) ULC (Kevin Hatgas)

- i. No update.

Staff Council Committee Reports

i. Communication Committee (Troy Field on behalf of Kevin Hatgas)

- i. The committee welcomes Samantha Cocco as the newest member of the Communications Committee. Samantha has already contributed to the group through joining the meetings as a guest and we are very happy to have her on board.
- ii. Newsletter has been transferred to Mail Chimp which will allow more individuals to be able to update the newsletter as time goes on. The next newsletter will be going out in January

ii. Staff Development (Mike R. on behalf of Mary Ann Hanicak)

- i. Mary Ann met with Kevin Hatgas to discuss enhancing the Staff Council website to include more information regarding Staff Connections.
- ii. Mrch 3rd and May 11th the spring programs will be held. The first will be regarding Health and Wellness and the second regarding Staff Development.

- iii. The committee is also looking to collaborate with IT to provide staff with a training session on Atomic Learning and how best to utilize this tool.
 - iv. Mary Ann also met with Mike Richwalsky to discuss the Mental Health First Aid training and the importance of Staff Council promoting this training, which we will do so.
- iii. Community Building and Staff Recognition (Mike R. on behalf of Eric Eickhoff)**
- i. January 4th a soup truck will be at Keller commons serving soup. An announcement was sent out December 18th
 - ii. The committee is also looking to bring Blue and Gold days back permanently in an effort to generate support for the campus community.
- iv. Mission Advocacy and Orientation (Brian Hurd)**
- i. Looking to talk with the communications committee regarding the lead story. The communications committee has already decided on covering a story similar to what Mission and Advocacy is looking for which addresses the Mission Leave Policy and how employees might use this benefit.
 - ii. They are looking into the possibility of bring back Son's and Daughter's at work day. There is a lot of cost and coordination involved in this type of event so they will need to consult with several groups on campus to see what can be done.
- v. Membership, Governance, and Finance (David Wong)**
- i. The Staff Council Constitution has been reviewed and changes will be submitted.
 - ii. Staff Council member terms have also been reviewed and all council members have been made aware what their term is.
 - iii. We have only used about \$1,700 of the total budget allotted to the council so we are in good shape for the time being.

New Business

- a) The CFO search has been opened and an announcement went out to all members of the community. If anyone has any questions regarding the search or the details of the position they can reach out to Claudia Wenzel.
- b) Healthspan made a major announcement that will affect those employees on their health plan. HR is allowing those individuals the opportunity to change their service if they wish to do so.

Meeting Adjourned

Mike Richwalsky adjourned the meeting at 2:41.

Minutes submitted by: Troy Field

Minutes approved by: -----