



Staff Council Meeting Minutes, August 16, 2018

Present: J. Ambrose, B. Bailey, J. Brautigan, L. Brown-Cornelius, J. Burrows, E. Carreon, B. Dolan, E. Eickhoff, A. Goldhammer, K. Jansen, B. Lem, M. Marich, T. Maverick, M. Nicholson, L. Ramsey, S. Rodezno, A. Skurka, C. Vasko

Absent: D. Fotoples, B. Mandzak, M. Moss, L. Vess, A. Zucca

Meeting convened approximately 2:10pm.

- 1) Welcome & Introductions
- 2) Guest Speaker – Jennifer Rick, Assistant Vice President Human Resources
 - a. The Executive Board, during its Summer meeting, decided to invite Jen Rick to the full Staff Council meeting to discuss the current, and future initiatives of the Office of Human Resources
 - b. HR will be conducting a review of the current performance review process
 - i. Change of timing
 - ii. Make the process more strategic and more tied to compensation
 - c. A proposal is being written for a faculty and staff compensation study:
 - i. To ensure that pay is market competitive
 - ii. To address internal equity
 - iii. To tie raises to performance
 - d. HR continues to work on policy reviews, as well as supporting the vision of President Johnson
 - e. Issues with current staff vacation policy, particularly for exempt employees:
 - i. The 50% drop in vacation time for exempt employees hired on or after January 1, 2017
 - ii. It is making it difficult to recruit talented new hires
 - iii. Our vacation policy should be market competitive: as such, Human Resources is proposing that all exempt employees, beginning in January of 2019 and regardless of years of service, return to 20 days of vacation; exempt employees hired on or after January 1, 2017, will have the opportunity, beginning September 1, 2018, to accrue vacation time at the same rate as exempt employees hired before January 1, 2017
 - iv. The SLT has already approved Human Resources's proposal
 - f. JCU has again been selected as one of Northcoast's 99 Best Places to Work in Northeast Ohio
 - g. Todd Bruce just presented the results of the Great Colleges To Work For survey to the SLT; we should hear more about these results soon
 - h. Jen left the meeting at 2:26pm

- 3) Open Discussion Re: Human Resources Proposal:
- a. Eric began by telling the Council that the Executive Board discussed this issue at its Summer meeting
 - b. There was some concern that all exempt employees, regardless of years of service to the University, will be given the same number of vacation days; why no benefit for long-term service to the University; effect on morale
 - c. Retention vs. Market Competition
 - d. It was noted that non-exempt staff members have the opportunity to accrue additional vacation time after reaching 5 years of service and 10 years of service
 - e. Should all staff members have the opportunity to review HR's proposal before Staff Council makes an endorsement decision?
 - f. After much discussion, it was decided that Staff Council vote to endorse WITH caveats
 - g. Caveats include:
 - i. Recognition of long-term service to the University versus new hires
 - ii. Retention of talent
 - iii. Consider morale of non-exempt employees
 - iv. Getting more data from Human Resources:
 1. Increased clarity on how years of service are used by the University
 2. Impact of the current proposal on 9-10 month employees
 3. How do our comparator schools calculate vacation time for exempt and non-exempt employees?
 - h. Mike Nicholson moved to endorse Human Resources's current proposal; Katie Jansen seconded the motion; the motion was approved unanimously
 - i. Eric to draft a formal resolution to be shared with Staff Council before being presented to HR
 - j. This issue will be discussed with all staff members at the All-Staff Meeting on Thursday, August 30
 - k. Also, clarify with HR the timeline for proposed compensation study
- 4) Committee Updates:
- a. Employee Resource Groups (Eddie):
 - i. Not much has changed since last year; five of six ERGs will move ahead, all but the Spiritual Diversity group
 - ii. Spiritual Diversity group is being reassessed: Reach out to both faculty and staff to see what has been effective in building community among colleagues of different faiths elsewhere on campus; possibility of opening up membership to faculty
 - iii. There are open facilitator roles for the Baby Boomers group and the Generation X group; this will be announced at the All-Staff Meeting on August 30
 - iv. Facilitators will reach out to group members and share information about upcoming events and meetings at the beginning of the semester (sometime before October)
 - v. There will be financial support for ERGs again this year, will likely be similar to what was available last year
 - vi. Exploring the possibility of forming additional groups: a group for staff who care for aging family members or family members in poor health; a group for staff who are parents or guardians

- b. Recognition Committee (Salo):
 - i. Congratulatory notes for staff members on their work anniversary have been started, written, and mailed via campus mail
 - ii. Exploring the possibility of drafting a “Staff Notes,” which will highlight positive accomplishments of staff members (will mirror the “Faculty Notes” publication)
- c. Community Building & Networking (Lisa):
 - i. Committee decided that it will continue hosting three signature events per month and the Homecoming & Family Weekend initiatives
 - ii. Would like to add one or two competitions to the schedule; possibly a “Death by Chocolate” competition prior to Lent
 - iii. UPCOMING EVENTS:
 - 1. Happy Hour: Tuesday, September 25; 5pm-7pm at Bar Louie
 - 2. First Friday Coffee Hour: Friday, October 5; 8:30am-9:30am, Location TBD
 - 3. Lunch Hour: Wednesday, October 24; 12pm-1pm, Location TBD
- d. Communication & Assessment (John):
 - i. Committee will have its first meeting on Friday, August 24; establish the Committee’s goals for the year, tied to Staff Council’s FY 2019 goals
 - ii. 2017-18 Staff Council Assessment Report, which includes feedback from the Listening Sessions that took place last Spring, is now posted on the Staff Council webpage
 - iii. Eric to share 2017-18 Staff Council Assessment Report with full Council
 - iv. John will be working on making updates to the Staff Council webpage; if any Council members see anything that needs to be updated, please let him know
- e. Membership, Governance, & Finance (Brendan):
 - i. Committee Vice Chairs will soon submit FY 2019 spending projections for each Committee
 - ii. Staff Council’s forecast in spending for FY 2019 will likely be similar to last year
- f. Mission & Advocacy (Eric, for Brandi):
 - i. Committee will continue to explore:
 - 1. How previous service to the University is used/implemented
 - 2. Childcare resources available to University staff members; Update to Impact Solutions from HR?
 - 3. Ombudsman: no formal proposal has yet been made
 - 4. Holding additional listening sessions; perhaps one a semester?
 - 5. Trent Maverick asked the Committee to explore the implications of the clinical faculty proposal, currently before faculty, on staff members who also teach classes
- g. General Updates (Eric):
 - i. Eric passed out a handout that included the dates of all Staff Council Executive Board meetings, all Staff Council meetings, and All-Staff meetings
 - ii. Eric will add the dates/times/locations of events being planned by the Community Building & Networking Committee to that list
 - iii. Council members are welcome to let Eric know if any other dates/times should be included on the Council’s general calendar

- 5) Review of Placement on University Wide Committees:
 - a. See spreadsheet that was handed out by Eric at meeting for a comprehensive list of all assignments
 - b. Eric to get update on status of UCCG (University Committee on Collaborative Governance)
 - c. Committee Assignments will be posted on the Staff Council webpage
 - d. Talking points will be distributed to those Council members serving on Board Committees, prior to meetings with the Board of Directors

- 6) Presentation on Staff Council Goals for FY 2019:
 - a. See handout distributed at meeting by Eric
 - b. Thoughts or Feedback? Please let Eric know
 - c. Individual Committee goals should map back to Staff Council's FY 19 goals

- 7) Open Forum

- 8) Adjourned at approximately 3:30pm: Lisa Ramsey moved to adjourn meeting; Salo Rodezno seconded; the motion was approved unanimously

jaa/draft 08.24.2018