

# **Staff Council Executive Committee**

## **Meeting Minutes**

April 15, 2015

### **I. Call to order**

Mike Richwalsky called to order the regular meeting of the Staff Council Executive Committee at 3:00 on April 15, 2015 at HR Conference Room, Rodman Hall.

### **II. Roll call**

The following persons were present: Mike Richwalsky, Mary Ann Hanicak, David Wong, Brian Hurd, Rory Hill, Eric Eickoff, Ross Carbone (proxy for Brian Hurd), Troy Field (proxy for Kevin Hatgas)

### **III. Open Discussion**

- a) May 27<sup>th</sup> will be the new employee orientation program
  - i. Anticipated time 8:15 – 2:00
  - ii. Staff Council has an option to be on the panel to discuss what our purpose is on campus

### **IV. Open Issue**

- a) Problems with emails properly being sent out have been addressed. Previously non-exempt staff had not received email due to a personal email being set up with the ability to email all staff instead of the proper work email being established. This has since been resolved.
- b) Additional Meeting Dates
  - i. All Staff Meeting: May 27<sup>th</sup> 2:00 – 3:30 (Location to follow)
  - ii. Staff Council Meeting: May 20<sup>th</sup> 2:00 – 3:30 (Location to follow)
  - iii. Staff Council Executive Meeting: May 13<sup>th</sup> 2:00 – 3:00 (Location to follow)

### **V. New Business**

- a) Staff Council Meeting – April 16th
  - a. Inside JCU will be sent out April 16<sup>th</sup> to serve as a reminder of the meeting to all staff.

- b. Currently there are no clear guidelines or circumstances for how these meetings are to be run. We propose setting the room up in a U shape for all Staff Council Members to join. Those who will be in attendance outside of Staff Council will have the ability to sit around the Members and watch the session in order. At the end of the meeting those who have questions will be the ability to ask.
- c. Staff Council meeting agenda to be adjusted based on additional topics that will need to be discussed.

b) Important Dates

- a. April 22<sup>nd</sup> – Administrative Assistants Program
- b. April 23<sup>rd</sup> – Jerry DeSanto Staff Forum
  - i. Part of this will be an introduction of the Staff Council group

c) Committee Updates

- a. Governance and Finance (David Wong)
  - i. Established their monthly meeting day and location. They will meet the second Tuesday of every month in Dolan 202. This information will need to be posted to the Staff Council website.
  - ii. Brought to our attention that there are four additional spots that need to be filled on the Council.
- b. Staff Development (Mary Ann Hanicak)
  - i. After member movement, will need to research potential members (2) that will be able to join her committee.
- c. Communications (Troy Field proxy for Kevin Hatgas)
  - i. Announcement of potential Staff Council logo that is being worked on. Staff Council Executive Committee members have asked to see the logo as well.
  - ii. Looking into structure of e-newsletter and information that would prove beneficial to as many staff members as possible.
  - iii. Also looking into the potential for videography opportunities in regards to the questions or concerns brought forth by staff or any events that are sponsored by Staff Council.

- d. Staff Recognition and Community Building (Eric Eickhoff)
  - i. Committee Discussed current communication issues and now feel they are on the same page as far as where we are to go from here.
  - ii. Discussed Administrative Professionals day and the potential to “gift” Administrative Professionals as a show of appreciation for what they do. Research will need to go into the ideas that have been decided on for this purpose to make sure procedure is being followed. Also a reminder will go out to a list of supervisors to remind them of this.
  - iii. Discussion regarding annual end of year picnic, the cost associated with this picnic and the potential to be able to switch vendors to cut down on the cost.
    - 1. Questions that arose were whether or not we do the end of year picnic or split it into smaller more manageable events.
    - 2. Is there the potential for the university to fund the picnic so that we are not getting rid of it completely, but Staff Council is not funding it.
    - 3. Will ask in April 16<sup>th</sup> Staff Council meeting of those who attend to watch, who feels the picnic should continue.
    - 4. Need to look into the cost to keep the tent up with Alumni relations and consider other budget costs for changing this event.
- e. Mission, Advocacy, and Orientation (Ross Carbone proxy for Brian Hurd)
  - i. Defined their role within the constitution.
  - ii. Identified key stake holders for collaborations sake especially as far as the new hires are concerns.
  - iii. Discussed how they can help in the future with new hires and the orientation process.
  - iv. Discussed collaboration in areas that will need staff recognition.

**d) Meeting Adjourned**

Mike Richwalsky adjourned the meeting at 4:25.

Minutes submitted by: Troy Field

Minutes approved by: -----