



Meeting Minutes

7/27/2016 | 2:00 PM | Murphy Room

Attendees: Rory Hill, Lisa Brown-Cornelius, David Wong, Mary Ann Hanicak, Samantha Cocco, Troy Field, Megan Wilson-Reitz, Andrew Fronczek, Eddie Carreon, John Brautigan, Jane Evans, Marianna Cicirelli, Salo Rodezno,

Absent: Mike Richwalsky, Brian Hurd, Eric Eickhoff, Connie Brooks, Debbie Nixon, Julie Myers, Courtney Farver, Adam Green, Ruta Marino

1. Call to Order

- a. This is the first meeting of the Staff Council for the 2016-2017 year with many new members.
- b. Introductions were made.
- c. Marek Kasprisin, Member-at-Large on the Membership, Governance, and Finance committee, has left the university. The Executive committee will work to appoint a new member.

2. Opening Comments

- a. No minutes were presented.
- b. Announcements
 - i. Athletics is holding an Alumni & Friends social called "Blue Streaks in the Beer Garden" at Hofbrauhaus on August 3, to which staff members are invited.

3. University Staff Open Forum – Submitted Items

- a. "In the message dated 11/09/15 from the Office of the President with the subject "Staff Salary Increase and Community Forum," the president stated, " In addition, assuming spring and fall 2016 enrollment trends meet expectations, we plan to provide an additional staff compensation increase effective June 1, 2016." What is the status of this additional compensation increase? Thank you."
 - i. This 1% increase was received. Item closed.
- b. "I know of a few local businesses/universities that allow employees to leave at 3 p.m. on Fridays during the summer. Has JCU ever explored this idea or a similar one? It might help to improve morale, which the HLC mentioned as an area that is in need of improvement."
 - i. Item has been given to the Mission, Advocacy, & Orientation committee to discuss with HR. Answer may be posted on Staff Council website.
- c. "I'm writing to request that Staff Council and Human Resources host a meeting for the 90 exempt employees affected by the Fair Labor Standards Act (FLSA). It is time to clear the air and get transparency right about this dramatic change. Rich Mausser sent an email on Wednesday, June 1, 2016 to describe the likely impact of FLSA for the campus. In that email he shared that "about 90 of the University's employees are directly affected by the FLSA regulatory changes. This is because their salaries fall below the new salary threshold required to be considered an exempt (salaried) employee." Very little has been done to engage the 90 employees in dialogue *together* about this change that will impact their roles on campus. I believe it is critical for the 90 employees to gather in the same room to eliminate time-wasting speculation and misinformation about FLSA. Staff Council, Human Resources, and supervisors should certainly be present in the meeting to clear the air about this change. I believe the meeting should take place before Friday, August 19, 2016; prior to the last New Student Orientation scheduled on Monday, August 22, 2016."
 - i. Rory spoke to Alex Teodosio and this item will be discussed at the August 17 All-Staff Meeting.
- d. "I was thinking it might be a cool idea to try out a community e-bulletin board so that staff (and possibly faculty) could post things like fundraisers, service or mentoring opportunities, or just activities they are involved in. I know I sometimes get emails from others people on campus about doing a collection, or someone doing a fundraiser and I thought this might be a good way for the whole community to participate. <http://about.hootboard.com/a-bulletin-board-for-universities/>"
 - i. Item has been given to the Communications committee. It has been included in the staff

needs assessment that will soon be disseminated to all staff. (*discussed below*)

4. **Committee Reports – University Committees**

a. **University Learning Community – Rory Hill – has not met over the summer**

b. **Sustainability Committee – Rory Hill**

- i. There have been a number of high-demand energy days over the summer due to high heat where campus energy has been reduced. This past Monday was the highest use of electricity in the country. JCU has the ability to actually make money by selling electricity that is not used back to the East Coast. By selling unused electricity, JCU can keep its own rates low. For this reason, JCU opts to reduce campus energy a few times throughout the summer.
- ii. There are now 22 water bottle refill stations on campus.
- iii. Recycling efforts in the dorms and public areas are good. The committee will now shift focus to classrooms and departments/offices. Blue recyclable bins will be repurposed for use in these spaces since residence halls and public areas now use the large divided receptacles.
- iv. It was noted that the campus community may not have knowledge of the work of this committee. The Communications committee offered to feature the group in their next newsletter.

c. **Budget Committee – David Wong – has not met over the summer.**

d. **University Strategic Planning Group – Mary Ann Hanicak – has not met over the summer.**

5. **Committee Updates**

a. **Communications**

- i. The committee has met and reviewed responsibilities of each member and determined the content for the next episode of the newsletter, slated to come out this week. Articles will include the new members of staff council, 2016 Staff Award winners, and Facilities department summer projects.
- ii. The committee reviewed a number of new ideas, including a blog, a one-page informational sheet about Staff Council, monthly direct emails, an Instagram account, a year-end video, year-end review on the website, and a survey/needs assessment.
- iii. A number of changes and updates to the website were made; the committee will continue to review the website for other updates that need made. An invitation was extended to the entire Staff Council to suggest any edits to the web pages.
- iv. The committee has also been working on the assessment (*discussed below*).

b. **Membership, Governance, and Finance**

- i. Staff Council's budget from last year was \$11,000 and \$6,779 was spent.
- ii. \$11,000 will be requested again for the current year
- iii. Staff Council does not yet have an organization code. It was expressed that we should advocate for this in order to have control over our funds.
- iv. It was noted that we should publish how money is spent in an effort to provide transparency.

c. **Mission, Advocacy, and Orientation**

- i. The committee plans to meet within the next two weeks.
- ii. A survey was distributed to evaluate the Campus Colleagues program and responses are being addressed.
- iii. Policy reviews are still going well – new policies were just released for review.
- iv. In the past it has been more reactive in responding to requests and needs associated with HR, and may need to explore new directions.

d. **Staff Development**

- i. The committee met and discussed its future. It seeks to provide different opportunities for staff in addition to what HR provides. Where HR provides professional development, the committee will focus on offerings for personal development and any areas of professional development not covered by HR, including specific job-related training like the Google suite or social media.

e. **Staff Recognition & Community Building**

- i. The committee met and has decided to showcase the award winners on LoboVision in September. They will also do further promotion of Carroll STAR.
- ii. Overall, the inaugural staff awards were a great success.
- iii. The committee is also looking into starting an Employee Anniversary postcard.
- iv. There was a great turnout for the June 20 Happy Hour.

6. **New Business**

a. **Staff Council Assessment**

- i. The assessment is currently set up in a Google form connected to the staffcouncil@jcu.edu account.

- ii. The assessment will be sent to the whole staff today. All Staff Council members should complete the assessment by Friday, August 5.
- iii. It was noted that Qualtrics may be a better medium to gather responses as it is what the university prefers to use for assessment. However, given the time frame, the assessment will be distributed to Staff Council in its current form. Qualtrics will be considered for future assessments.
- iv. It was determined that after all of Staff Council has had a chance to review and complete the survey, the survey will be disseminated to All Staff the week of August 8. All responses will be collected at the end of August.
- v. It was suggested that a paper form of the assessment be distributed at the All-Staff meeting on the 17th with instruction to send via campus mail to Samantha Cocco.

b. Staff Development Committee Restructuring - TABLED

7. Open Comments

- a. For the HLC Preparatory Session on August 18, Staff Council members should expect to attend for the full day. **All Staff Council members should mark their calendars to attend on August 18 from 8:30 am – 4:00 pm.**
- b. It was suggested that Staff Council participate in a retreat to look at the Constitution and committee descriptions and have an extended amount of time to discuss issues. A good time may be after assessment responses have been collected.

8. Future Meeting Dates

- a. Executive Committee: Tuesday, August 9, 1:30 PM, Library; Tuesday, September 13, 1:30 PM, Jardine.
- b. Staff Council meeting: Wednesday, September 28, 2:00 PM, Dolan Reading Room
- c. All-Staff Meeting: Wednesday, August 17, 2:00 PM, Donahue.
 - i. Alex Teodosio and Colleen Trembl will provide an overview of the FLSA changes.
 - ii. Jane Evans will give an overview of Athletics, especially the Varsity teams.
 - iii. Rory will request an overview of the university budget, including salaries. It was noted that more transparency fosters more morale.

9. Adjournment