

# STAFF COUNCIL

JOHN CARROLL UNIVERSITY

Meeting Minutes  
09/21/2016 | 3:00 PM | O'Connell Reading Room

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**Attendees:** Rory Hill, Lisa Brown-Cornelius, David Wong, Mary Ann Hanicak, Samantha Cocco, Troy Field, Andrew Fronczek, Eddie Carreon, John Brautigan, Jane Evans, Marianne Cicirelli, Salo Rodezno, Brian Hurd, Eric Eickhoff, Connie Brooks, Debbie Nixon, Julie Myers, Courtney Farver, Adam Green, Ruta Marino, Jamie Spitznagel  
**Absent:** Mike Richwalsky, Megan Wilson-Reitz

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## 1. Call to Order & Opening Comments

- a. Past minutes were approved.

## 2. HLC Discussion – Drs. Nick Santilli and Cathy Rosemary

- a. Staff Council slated to meet with the Visiting Team on Monday, September 26 at 11 AM in Jardine. Here, we are representing Staff Council
- b. Staff Council should also attend all-staff meeting at 3 PM unless told not to by division VP. Here, we are representing ourselves as staff members.
- c. Another three hundred pages of evidence was provided to the Visiting Team, so the schedule may change.
- d. Staff Council should be prepared to discuss governance related matters, strategic planning, development; how the staff was involved in these processes; other committees on which staff members service.
- e. We should be familiar with section 5b on governance and planning.
- f. Keep Monday and Tuesday open for changes and additional meetings.
- g. Last year's Staff Council members should be invited to attend.
- h. Encourage all staff members to attend the open session at 3 PM.

## 3. Submitted Items

- i. *"I would love to see information about employees who have moved on to opportunities outside the university in the "Onward and Upward | Who's New?" section. I hate asking about someone and hearing "Oh , he/she left 3 months ago"*
  - i. **Item has been given to the Mission, Advocacy, & Orientation committee to discuss with HR.** Answer may be posted on Staff Council website.
- b. *"Why in the world did facilities(?) parking(?) give up several of the most prime faculty/staff spots for the university vans? The vans should be stored in the least-desirable parking spaces (likely facing the hedges near the main gate) and NOT in these centrally-located spaces. Parking is increasingly difficult on campus for staff and this makes it even worse (especially when several spots were just sacrificed for additional visitor parking in front of Rodman)."*
  - i. **Item has been given to the Mission, Advocacy, & Orientation committee to discuss with HR.** Answer may be posted on Staff Council website.

## 4. Committee Reports – University Committees

## University Learning Group

- i. Rory reported that a question was posed about staff morale. Rory noted that a discussion ensued about how Staff Council wishes to be viewed, as a respected organization of leaders who help enact change on campus.
- b. University Committee on Collaborative Governance
  - i. It was mentioned at the HLC prep meeting that this group will continue. **Rory will speak with Jeanne Colleran** about staff having an appointed member.
- c. Budget Committee – David Wong – has not met recently.
- d. HR Policy Review Committee – Brian Hurd – continues to review policies. Staff are encouraged to take part.
- e. Executive Committee members recently joined committees of the Board of Directors as non-voting resource persons. They reported out on their first meetings:
  - i. David serves on the Finance Committee. They discussed this and last year's budgets and David explained some of the intricacies, including the impact this year's lower enrollment has had on the university's revenue and overall budget.
  - ii. Eric serves on the Student Affairs Committee. Much of their work right now is with Title IX. The effect of enrollment was also discussed; 108 fewer students are living on campus. They also touched upon disciplinary issues and counseling center visits.
  - iii. Brian serves on the Mission and Identify Committee. There are only three members on the committee so they discussed strategies to invite more Board members to understand its importance and participate. The committee was involved with the visiting team this past spring to reaffirm the mission of the University. They were very pleased with their visit.
  - iv. Samantha serves on the Advancement Committee. They discussed the official close of the Forever Carroll campaign, the number of listings in the alumni database (~50,000), and the effect of the drop in enrollment. They reviewed their FY 2017 goals which included recapturing the reputation of JCU after the HLC notice report, strengthening the Career Center, marketing career ready programs, and the rebranding of the Carroll Fund.
  - v. Mary Ann serves on the Investments Committee and reported out on their discussion.
  - vi. Rory serves on the Properties, Facilities, & IT Committee. They primarily focused on technology in the classroom and new devices. There is talk about moving away from Banner in the near future. There was also a discussion about the purchase of energy.
  - vii. Lisa serves on the Academic Affairs Committee. Much of their focus was also on enrollment, as well as the Provost's vision for the University following HLC. They discussed ratios of full time to part time faculty, including what percentages of credit offerings are taught by each type of faculty member.

## 5. Committee Updates

- a. Membership, Governance, and Finance – David
  - i. Committee is working to finalize the 2016-2017 budget for the Council.
  - ii. David distributed an expense report from 2015-2016.
- b. Staff Recognition & Community Building - Eric
  - i. The recent food truck came in under budget; approximately 200 were in attendance.
  - ii. Upcoming events include happy hours at a new location; these will be every other month since food costs are higher.
  - iii. Committee will hold the annual door decorating competition for Homecoming.
  - iv. Donut Lab's food truck will be here on October 14 in Keller Commons.
  - v. A Cavs outing is planned for the spring semester.
  - vi. The first recipients of Staff Awards were featured on all campus TVs for the first week of classes.
  - vii. Committee is working with HR to develop ongoing recognition program for staff work anniversaries; possible inclusion of handwritten thank you notes.
  - viii. Committee is partnering with Ed Peck to develop luncheons for those celebrating work anniversaries in five-year increments. Faculty will be included.
- c. Mission, Advocacy, and Orientation - Brian

- i. Committee continues work with Campus Colleagues program. They are looking to recruit a few more volunteers.
    - ii. 35 new employees were hired in the past year, and there are approximately 25 Campus Colleagues. They surveyed these groups and made some changes to their program.
    - iii. A breakfast was held for new employees in August.
    - iv. Committee will be working with the Communication Committee to develop a one-page document to distribute to new employees about the work of the Council.
  - d. Communication - Samantha
    - i. The Council assessment will remain open until September 30, at which time the committee will review results and present findings to the Council.
    - ii. The next issue of the Staff Quarterly newsletter will come out in late September or early October, featuring Sustainability, their own committee, the North Coast 99 celebration, and three new hires.
    - iii. Committee is looking at making more changes to the website to streamline content and make things easier to find.
  - e. Staff Development
    - i. The committee met has begun a series of monthly staff discussions where \$5 Friday lunch in the dining hall is included. The first one took place last week and was very successful.
    - ii. A monthly technology program is also in the works. The first one will take place next Wednesday about Microsoft Excel.

## 6. New Business

- a. Adjunct Faculty Council
  - i. Rory received an email requesting guidance in the creation of a Council for adjunct faculty members.
- b. It was noted that Staff Council will take steps to make sure the campus, especially senior leadership, is well educated on the work of the Council, so we are seen as more than the group who provides food trucks.
  - i. The idea was presented to pass out information about Staff Council at future food trucks, which are typically very well attended.
  - ii. Once the Mission, Advocacy, and Orientation committee drafts their one-page piece on the Council, it was suggested we send this out to all staff.

## 7. Open Comments

- a. Rory would like to explore the idea of raffling off items left behind in lockers located in the Administration Building.
- b. It was suggested that the Membership, Governance, and Finance committee begin the annual review of by-laws and the Constitution of the Council. **David will convene his committee to begin this work.**

## 8. Upcoming Meeting Dates

- a. Staff Council meeting: Wednesday, November 16, 3:00 PM, Dolan Reading Room
- b. All-Staff Meeting: Wednesday, October 5, 2:00 PM, Donahue
  - i. The August meeting focused primarily on FLSA regulations.
  - ii. This meeting will include an Athletics update as well as Sustainability & Housekeeping. Rory would like to present the cleaning schedule as well as to discuss room set-ups and recycling.
  - iii. Rory and Samantha will prepare the Powerpoint presentation for the meeting, and proper notification and agenda will be distributed to the staff in a timely manner.

## 9. Adjournment