



Staff Council Retreat and Meeting Minutes
3/22/2017 | 3:30 PM | Dolan A 202-203

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

Fourteen additional members of the staff in attendance.

Absent: Courtney Farver

1. Call to Order & Opening Comments

- a. January 10 meeting minutes were approved.

2. Committee Updates

- a. Budget
 - i. Staff Council has spent \$5,000 and is projected to spend \$3,000 more, leaving \$3,000 of the \$11,000 budget that will need to be earmarked for spending by year end.
 - ii. D. Wong explained what makes up the budget - \$5,000 from the University budget and \$3,000 each from the College of Arts & Sciences and the Boler School of Business. The Council continues to advocate for a standing \$11,000 budget from the University. Dennis Hareza has been presented with three-year projections from the Council.
- b. Constitution
 - i. Revised Constitution was sent to Rich Mausser for review and was returned with minor comments. **S. Cocco will revise** and post the updated version online.
 - ii. An ad hoc committee is being headed up by E. Carreon to look closely at the Constitution moving forward.
- c. Nominations for Staff Council
 - i. Nomination period closed yesterday.
 - ii. 94 total nominations were received; some duplication, some were for faculty. 78 distinct persons were nominated.
 - iii. 7 were nominated for Chair-Elect; 8 for Vice Chair of Membership, Governance, and Finance; 10 for Mission and Advocacy; 6 for Recognition; 47 for Members-at-Large.
 - iv. Emails will go out to nominees to ask them to accept their nominations after HR cleans the list and removes employees on Performance Improvement Plans or

Corrective Action Plans, and ensures that nominees have two years of employment for Chair positions or three months for At-Large positions.

- v. **Monday, April 10 will be Staff Council Meet and Greet.**
- vi. **Open online elections will take place from April 11 – April 18.**
- vii. The Constitution does not presently address those nominated for multiple Executive positions. **E. Carreon will add this to the list of updates for the Constitution.**
- viii. For this year, it was voted upon that those nominated for multiple Executive positions must choose for which they will run. If a staff member nominated for an Executive position is also nominated for an at-large position, they may run for both and choose between the two if they are elected to both.

d. Community Building Events

- i. 231 staff members took part in the Barrio food truck – highest attendance for a food truck event.
- ii. March 23 - Staff Social at Bar Louie in Legacy Village.
- iii. March 31 – Lenten Fish Fry at Schott Dining Hall. 46 currently registered.
- iv. **May 25 – East Coast Custard food truck.**
- v. **May 31 – Staff Social.**

e. Staff Awards

- i. March 31 deadline. Awardees will be announce and presented at May All-Staff Meeting
- ii. Have received eight nominations thus far. Can submit same nomination from last year.

f. Development

- i. **April 7 – Morning Social at Blue and Gold Room.**
- ii. **May 5 – Morning Social at Chemistry Department.**
- iii. This Week in Higher Ed last week – well attended and needed.
- iv. **April 26 – monthly tech series.**

g. Communication

- i. All Staff emails now include notes about new minutes that have been posted and updates to new hires, terminations, and promotions.
- ii. Next newsletter will come out in May – please share any ideas for content you would like to see.

h. Mission & Advocacy

- i. May need more volunteers for Campus Colleagues – will recruit in fall.
- ii. Doing more with mission – began a ‘Mission Minute’ at all-staff meetings.

i. Board Committees

- i. Many did not meet due to inclement weather last week.
- ii. Executive Committee members drafted a document of talking points and sent to their JCU liaisons in lieu of meetings.
- iii. Finance and Investments met by conference call, and Facilities and Properties met as well. No significant updates.

3. Feedback on Listening Sessions

a. Those who were present for the Academic Affairs divisional meeting preceding the Staff Council meeting shared about what was presented.

- i. Academic Affairs announced that it will cut \$2.5M of the \$5 of cuts in the next 18 months, respective to the 50% of the budget that goes to Academic Affairs. Most of these measures to make up that amount affect faculty – eliminating course

load reductions, faculty voluntary retirement, eliminating travel allowances, Grauel fellowships, etc.

- ii. A voluntary retirement package for staff will be announced March 27. Demographics for eligibility have not been shared.
- iii. No concrete comments were made about staff cuts.

- b. The Executive Committee presented a document they had drafted as a Position Statement to be presented to Senior Leadership by the end of the week.
 - i. Document is based directly on feedback received from staff.
 - ii. It was suggested that specific suggestions or amounts be removed from the document.
 - iii. It was suggested that a comment be added that we would like to be consulted directly with more regularity.
 - iv. It was suggested that a request be made for more equitable sharing of information across the staff.
 - v. It was voted that the document would be distributed to Staff Council following the meeting; Staff Council would have until 5:00 pm on Thursday, March 23, to suggest edits; on Friday, March 24, Executive Committee will meet to finalize document; on Friday, March 24 afternoon, document will be sent to Senior Leadership and to the full staff simultaneously.
 - vi. **S. Cocco will distribute document to Staff Council immediately following the meeting.**
 - vii. It was suggested that after the April 5 meeting, Staff Council should request a meeting with Senior Leadership to talk about the specific plan laid out for staff.
 - viii. It was suggested this document should be shared with Faculty Council. **R. Hill will do so.**

4. Upcoming Meetings

- a. **Staff Council will meet on May 18 at 3:00 pm.**
- b. **All-Staff Meeting is scheduled for May 23, 2:00 pm, Donahue.**