

# Staff Council

## Staff Development Committee

### Meeting Minutes

#### June 29, 2016

1. Meeting was called to order at 10:00 am.
2. **Attendance:** Marianne Cicirelli, Mary Ann Hanicak, Brittiani McNeil, Ruta Marino, and Salomon Rodezno. **Absent:** Lisa Ramsey and April Skurka.
3. **New Committee Members:** Welcomed and introduced two, new Members-At-Large and committee members - Salomon Rodezno, Assistant Director, Center for Student Diversity and Inclusion and Marianne Cicirelli, Services for Students with Disabilities. Lisa Ramsey, Office of Student Engagement and April Skurka, Facilities, outgoing Members-At-Large, will continue their committee membership through May 31, 2017.
4. **Yearly Review:** We reviewed the work of the committee this past year.
5. **Potential Changes to Staff Council structure:** Committee members engaged in conversations regarding the current Staff Council structure and purpose. The committee came up with a number of possible changes to VP positions, hence the committee structure as well. Knowing that there will always be some overlap in committee work, the committee felt it important to discuss ways that we could better meet staff needs. The majority of our discussion focused on continuing the important work of building community, increasing communication across the community, recognizing outstanding work done by staff to support the JCU mission, university learning goals, and the strategic plan. The ideas will be shared with the entire Staff Council and executive board for further discussion on BaseCamp. This is a summary of our discussion:
  - a. There will always be overlap between committees especially between Staff Development and Staff Recognition and Community building and Mission, Advocacy, and Orientation.
  - b. A needs assessment survey should be done on a yearly basis in order to evaluate Staff Council operations, programs, services should be evaluated on a yearly basis. In addition, Staff Council must assess staff needs. This should be done using one survey. The data obtained from this survey will also inform potential structure and purpose changes.
  - c. Community Building could be a part of the Staff Development Committee
  - d. Combine Staff Recognition and Advocacy to make an Advocacy and Recognition Committee. Everyone felt very strongly that Staff Council should and could strengthen advocacy efforts on behalf of staff.
  - e. Members felt that Staff Council communications could be strengthened. Perhaps establishing monthly editions of the Staff Council newsletter and provide more information about Staff Council programs, services, and operations. Also highlight important news about the various university committees where Staff Council has representation (i.e. University Strategic Planning Group, Board Committees,
  - f. The Staff Development Committee should offer programs focused on the holistic development of every staff member – both professionally and personally.

- i. Perhaps the Staff Development Committee could focus programmatic and advocacy efforts to support life-long professional and personal development.
    - ii. Providing resources and support for young professionals and new ones. It is perceived that young professionals leave JCU because there is not an investment in or commitment to their professional and personal development.
  - g. Affinity groups need to be established. Affinity groups should be created in the following areas: multicultural identities, young professionals, new professionals, etc.
  - h. The need for increased staff advocacy by Staff Council is paramount in a number of areas:
    - i. Assisting staff members who may be having conflicts (personality clashes, disrespect, offensive behaviors, and verbal abuse) with each other, regardless of position or supervisory oversight. The Grievance Policy doesn't provide this. It is perceived that the Grievance Policy.
    - i. Staff Council's budget must be a part of the annual budgeting process. Funds must come directly to Staff Council from the university's budget and not second-hand from different divisions and/or departments each year. Having a set budget and being included in the regular administration of university budget officially legitimizes Staff Council's purpose and work. Staff Council must advocate strongly for this to occur.
    - j. If advocacy is emphasized, staff morale will go up.
- 6. **Action Items:**
  - a. Mary Ann will send out a Doodle Poll to set a meeting time for our monthly meetings. It was agreed that we would meet every third Wednesday of the month starting in July 2016.
  - b. Mary Ann will share the group's ideas regarding the possible changes in positions and committee structure on BaseCamp. She will also engage the executive board in further discussions at their next meeting.
- 7. Meeting ended at 11:30am.