

John Carroll University Staff Council
Executive Committee
Meeting Minutes
11/8/2016 | 1:00 PM | Murphy Room

Attendees: Rory Hill, Lisa Brown-Cornelius, Brian Hurd, David Wong, Mary Ann Hanicak, Samantha Cocco, Eric Eickhoff

Absent:

Guests: Megan Dzurec, Will Hudson '18

1. Call to Order
2. October 11 Minutes Approved
3. Submitted Items
 - a. S. Cocco noted that she moved the feedback form from Wufoo to Wordpress because she did not have access to the original form. The form now lives on Wordpress; submissions are sent to staffcouncil@jcu.edu, which currently forwards to S. Cocco and R. Hill.
 - b. S. Cocco also noted that B. Hurd forwarded three responses from HR. S. Cocco will post to the website.
 - c. *"Will the stream be saved, so it could be watched later?"*
 - i. This question refers to the All-Staff Meeting in October that M. Wilson-Reitz recorded and streamed. S. Cocco responded to the inquiry; the answer is yes – all recordings will be available in the minutes section of our website.
 - d. *"I wanted to offer feedback around Housekeeping Recognition. As an outside contracted service, they are not members of Staff Council, but working closely with them, I think they would benefit from recognition that could be sponsored by staff council. October 2nd is national custodial appreciation day and historically Res Life and the Manager of Facilities have provided recognition for the staff, but our housekeepers extend much further than just the Residence Halls. I think as we evaluate recognition that we consider a staff council sponsored event recognizing this day or some recognition day for housekeeping staff (perhaps decorating their office doors like we do for homecoming or something similar, providing a lunch?) etc."*
 - i. A discussion ensued about making contract employees feel part of the JCU community, and whether that is the role of Staff Council. This would include Housekeeping (WFF), Food Services, the Bookstore, and potentially other groups.
 - ii. When the Constitution is reviewed, it will be considered whether language can and should be added in to recognize these groups.
 - iii. Executive Committee decided to **revisit as full Council**.
 - iv. **S. Cocco offered to respond** to the inquirer to let them know we will consider the comments and try to determine appropriate ways to recognize these groups.
 - e. *"First, it is difficult to find your contact information on your site. The 'connect with JCU staff council' button on the home screen forces you to open Microsoft Outlook, which I do not use and do not have setup on my computer, so I had to look elsewhere to figure out how to contact you. I did find this feedback form on the Q&A tab but I think there could be a contact tab so its more clear what the options are. My other comment is that I am interested in attending the staff lunch discussions and would like to be able to find out what the topics are prior to sending in a RSVP. Even though I have not been able to attend a lot of the events, I have appreciated knowing that they are occurring."*
 - i. Regarding the contact information – S. Cocco noted that she took steps to make both the staffcouncil@jcu.edu email and the feedback form more accessible.
 - ii. Regarding staff lunch discussions – M. Hanicak noted that she plans to announce the topics in the future.
 - f. *Can Human Resources explore how to help staff and faculty take advantage of the Public Service Loan Forgiveness Program offered through the Department of Education. This*

program assists in forgiving partial to COMPLETE student loans for anyone who works at qualifying not-for-profit institutions, like JCU. Here is more about the program: The Public Service Loan Forgiveness (PSLF) Program was established to encourage individuals to enter and continue in full-time public service employment. The program allows you to receive forgiveness of the remaining balance of your Direct Loans after you have made 120 qualifying monthly payments while working full time for a qualifying employer. To receive forgiveness, you must remain employed with a qualifying employer at the time you apply for and receive forgiveness for your loans. How can this help JCU? Here is some "Employer Best Practices" that they recommend sharing: After you know that your organization qualifies for PSLF, use it as a recruiting opportunity! Talk about PSLF with new hires. Keep copies of ECFs on hand that are pre-populated with information about your organization. Remind your employees who previously submitted an ECF to submit a new ECF each year! Lastly, visit <<https://myfedloan.org/financial-aid-officers/products-tools/pslf-toolkit>> for a full breadth of resources related to this opportunity.

- i. S. Cocco will forward to **B. Hurd to work with HR** to craft a response. **S. Cocco will post response** on the website when received.
- g. *Sharing the names of new employees and apprising us of people who are in new positions at JCU is valuable, so thank you for that. How about informing us when people leave the university? It's understandable that there are privacy concerns, and that the reason for separation should not be communicated. However, absent some type of notification to the campus community, news like this is left to the rumor mill, or people find out months later that a person is gone.*
 - i. S. Cocco will forward to **B. Hurd to work with HR** to craft a response. A response was received regarding protecting the privacy of employees, but due to the receipt of another submission on this issue, B. Hurd will inquire again for more clarification. **S. Cocco will post response** on the website when received.
- h. *Our department is in the process of electing a new department Chair. Staff members are not allowed an official say in this process. In our department, the staff supervisor is the Chair and it would make sense that staff should have an official vote in the process. While we do not want to diminish the faculty votes, we would like to see fair treatment and staff opinion weighed in addition to the faculty's opinion. What can be done to change this outdated and unfair policy?*
 - i. **R. Hill will discuss** this with Barb D'Ambrosio of Faculty Council. **S. Cocco will post response** on the website when received.

4. Tobacco-Free Campus Discussion

- a. Student Union will write a recommendation to present to the Student Union Senate and anticipates that it will be adopted.
- b. It was noted that moving to a tobacco-free environment supports the first goal of the University Strategic Plan related to student thriving, based on data collected from the National College Health Assessment.
- c. It was noted that after the policy is approved, it may take a few years to fully go into effect because buy-in is needed from the campus community. Enforcement could not be expected of JCU PD or HR; it has to become the campus culture. It would also apply to campus vendors and contract employees.
- d. It was noted that at Case Western, smoking zones were offered.
- e. Many other Jesuit, private, and public institutions have already gone tobacco-free, including Ohio State, Baldwin-Wallace, Cleveland State, and Kent State.
- f. It was discussed whether this should go to the whole Staff Council for a vote, or the whole staff. It was decided that **the full Staff Council will craft a statement and vote** on it at next week's meeting.
- g. Preliminary wording of statement: *We endorse the development of a policy regarding JCU becoming a tobacco-free campus and recommend a cross-divisional taskforce that is representative of all campus constituents to be formed to provide input to this discussion.*
- h. **R. Hill will inform Faculty Council** of our plans to make a statement.

5. Review of Committee Work

- a. University Leadership Committee
 - i. R. Hill mentioned in this committee that staff morale has been affected by the recent downsize in staff. He also mentioned that Staff Council would be discussing the tobacco-free policy and discovered that the discussion has already reached senior leadership.
- b. Membership, Governance, and Finance
 - i. D. Wong submitted a three-year budget to Basecamp. Executive Committee members should review and make any last changes so it can be submitted.
 - ii. It was reported that the Council has only spent about \$2,000 of our \$11,000 budget thus far.
 - iii. Committee members are encouraged to meet in their own committees and submit Constitution amendments to D. Wong as soon as possible.
- c. Staff Recognition and Community Building
 - i. November Happy hour is cancelled.
 - ii. Cavs game tickets will soon be available.
 - iii. The committee is writing postcards for staff anniversaries.
- d. Mission, Advocacy, & Orientation
 - i. Committee has been looking into providing a space for discussion for those affected by recent FLSA changes. Further discussion to follow at Staff Council meeting.
- e. Communication
 - i. Newsletter went out last week.
 - ii. Many updates to the website have been performed.
 - iii. Committee will meet soon to review assessment results and constitution.
 - iv. **S. Cocco will send out all-staff emails** containing information about 'This Week in Higher Ed', Excel workshop, and Staff Service Award.
- f. Staff Development
 - i. M. Hanicak encouraged Council members to attend development events.
 - ii. A second part of the Excel workshop is planned as well as a December 'This Week in Higher Ed' lunch. It was suggested that 'This Week in Higher Ed' be moved to a non-Friday lunchtime to accommodate staff who have lunch together on \$5 Fridays.

6. Adjournment

- a. Next meeting will be held Tuesday, December 13, at 1:00 pm, in the Murphy Room.
- b. Staff Council meeting will be held on Wednesday, November 16, at 3:00 PM in the Murphy Room.
- c. All-Staff meeting will be held on January 17 in Dolan Auditorium from 2:00-3:30 PM.