

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

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

Absent:

Guests: Megan Dzurec, Will Hudson '18

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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](mailto: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](mailto: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*



## 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.