

John Carroll University Staff Council
Executive Committee
Meeting Minutes
4/12/2017 | 3:30 PM | Murphy Room

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

1. Call to Order
2. March 8 Minutes - *Approved*
3. Review of Committee Work
 - a. Staff Recognition & Community Building
 - i. J. Evans has resigned from committee.
 - ii. Awardees have been chosen for the four awards; nominees will be announced via email after 5/1; winners will be announced at 5/23 all-staff meeting.
 - iii. There have not been many submissions in the past two years for a particular award; this committee will look into refining the wording.
 - iv. 17 unique nominations were received for all awards.
 - v. E. Eickhoff has priced out plaques from Gino's; cost will be approximately \$1,300 plus two years' worth of engraving. Each year's worth of engraving is approximately \$80 - \$20/plaque for four plaques.
 - vi. E. Eickhoff has reached out to R. Mausser regarding the Staff Picnic. It is yet to be determined whether this will move forward considering the current state of affairs at the University. E. Eickhoff has suggested that if it goes through, to do so with food trucks rather than a catered lunch, and not to utilize the tent.
 - vii. E. Eickhoff has contacted M. McCarthy and J. Colleran regarding certificates for staff members from students recognizing them for being mentors and influences in their time at JCU.
 - viii. E. Eickhoff reviewed Founders' Day events.
 - b. Membership, Governance, and Finance
 - i. There will still be a \$1,500 surplus in the budget by year end. This can hopefully be seen as a good sign of stewardship.
 - ii. Elections have begun; JP Gaulty and Andy Costigan have withdrawn their nominations.
 - iii. Feedback on Meet & Greet – good to have but perhaps can tack onto another event like a morning social.
 - c. Mission & Advocacy
 - i. Started Mission Monday in Inside JCU each week.
 - d. Communication
 - i. S. Cocco explained the MailChimp glitch, which will be resolved by sending emails directly from staffcouncil@jcu.edu from now on.
 - ii. **S. Cocco will look** into moving to Dispatch to send out emails.
 - iii. Emails to be sent out the rest of the year include the April tech series, April Founders' Day, Staff Socials, Morning Socials, Nominees, All Staff Meeting, and the East Coast Custard truck in May. S. Cocco will coordinate timing for these emails and send.
 - e. Staff Development
 - i. Tech series coming up in April. Morning social attendance low due to weather. Final morning social hosted by Chemistry in May.
4. Administrative Professionals' Day 4/26
 - a. J. Myers will give Invocation on behalf of Campus Ministry and Staff Council.
 - b. Staff Council Executive Committee members welcome to attend.

5. Staff Council Committees and Appointments
 - a. At-Large members will be assigned to committees based on their preferences.
 - b. The Constitution notes that five additional staff members will be alternates for At-Large positions.
 - c. If E. Eickhoff moves into Chair Elect position, an individual will be needed to fill his vacant seat.
 - i. **L. Brown-Cornelius will appoint** an individual when she takes over as chair.
 - ii. Could be selected from non-elected Vice Chair nominees, current At-Large members, At-Large alternates, or non-affiliated staff altogether.
 - iii. A. Green, currently on the committee, is unable to step into Vice Chair Role.
6. University Committees
 - a. **S. Cocco will create** roster of committees to add to revised Constitution.
 - b. A member of Staff Council should sit on the presidential search committee.
7. All-Staff Meeting
 - a. A. Teodosio has requested to speak for 5 minutes towards the end.
 - b. New Council members will be introduced.
 - c. Outgoing Council members will be thanked and presented with certificates.
 - d. **S. Cocco will make** a Powerpoint slide with new people and outgoing people.
 - e. Award winners will be announced.
 - f. **R. Hill will develop** agenda to be sent to all staff no later than May 9.
8. Adjournment
 - a. Next Executive Committee meeting will be held Wednesday, May 10, at 3:30 pm in the Murphy Room.