

John Carroll University Staff Council
Executive Committee
Meeting Minutes
5/10/2017 | 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. April 12 Minutes – *Approved*
3. Submitted Items
 - a. *The This Week in Higher Ed lunch today was fantastic. I really appreciated Salomon's leadership in mobilizing the staff to think about the issue of hunger on campus and brainstorm ways to support our students, faculty, and staff. He did a wonderful job facilitating. Thank you.*
 - i. This item was shared with S. Rodezno and the rest of the Development and Executive committees.
 - b. *As a person with hearing impairments, I feel very strongly that all presenters must use microphones. It is very frustrating to attend university meetings and hear about half of the dialogue. The past couple of years has been especially difficult with all the HLC meetings, etc. I hope this can be shared university wide in some way. Just don't know how to make it happen. Thanks for considering this for me and for many others.*
 - i. **S. Cocco will post** the following response to the web: "Staff Council members feel strongly that this is a reasonable and responsible accommodation to make for community members who find it difficult to hear presenters when not mic'd, and commit to lead by example by consistently utilizing microphones during All-Staff meetings run by Staff Council. Staff Council will verbally request for presenters at other university-wide meetings to do so when possible and appropriate. Further, Staff Council Executive Committee has sent an email to the Senior Leadership Team and leaders in ITS sharing this request on behalf of the staff and asking that this be made a priority."
 - ii. **R. Hill will send** email to Senior Leadership Team and ITS leaders with this request.
4. Review of Committee Work
 - a. Staff Recognition & Community Building
 - i. Staff Council Award recipients have been chosen; certificates have been printed and will be signed.
 - ii. Stipends of \$200 will be included in each staff members' paycheck.
 - iii. Gino's is finishing the engraving of the plaques for the winners.
 - iv. Upcoming events include East Coast Custard truck and Staff Social.
 - v. E. Eickhoff sent language to R. Hill to invite Senior Leadership team to honor outgoing Staff Council members and Award recipients.
 - b. Staff Development
 - i. Would like to see Friday lunch gatherings and morning socials continue.
 - c. Communication
 - i. Due to T. Field's departure from the university, S. Cocco expressed that the committee's capacity is not such that they can complete a May Staff Quarterly. She also expressed feeling that the Quarterly newsletters should not continue in their current form. To be further discussed with next year's Council and Committee.
 - ii. Discussion of whether to continue using Basecamp with the new council. Decision made to continue to use. **S. Cocco will save** all documents from Basecamp to O:/.

- iii. S. Cocco will inquire about a Qualtrics account for Staff Council assessment and other important survey instruments.
- d. Membership, Governance, and Finance
 - i. \$9,500 projected to be spent this year out of \$11,000 budget.
 - ii. D. Wong pulled hiring and termination reports and put in Basecamp.
- e. Mission & Advocacy
 - i. Mission Mondays are continuing well.
 - ii. Mission Minute will continue for the May All-Staff meeting.
 - iii. Committee has been having conversations about where to move in terms of advocacy. One conversation topic has been on how to recognize the many staff members who will be leaving in the next six months.
 - iv. The idea was posed to have an event on June 27, in between New Student Orientations, Reunion Weekend, and the WUJA conference. June 30 is the earliest retirement date for staff. The tent will still be on the quad. This can go into next year's budget, perhaps have an ice cream party.
 - v. It would be requested to SLT to encourage all staff to attend the event – perhaps a 2:00-3:30 time. As next year's chair **L. Brown-Cornelius will decide** on the direction of this event and assemble a committee if needed.

5. Elections

- a. It was noted that there will need to be an appointment to the Vice Chair of Community Building and Networking. **L. Brown-Cornelius will appoint** with the assistance of the Executive Committee or Council.
- b. There are currently three alternates for the member-at-large positions.
- c. If next year's Council members retire or are terminated, members will be replaced or appointed at that time.

6. Committees

- a. L. Brown-Cornelius compiled a document of what committees will need representation next year, who is currently serving on each committee, and estimated time commitment.
- b. It was noted that there should be some training for staff members to serve as resource persons on university committees.
- c. Kathy Michael has requested list of staff members serving on Board committees by June 15.
- d. **D. Wong will send to** Executive committee who has been loosely appointed to committees; **L. Brown-Cornelius will review and contact** the at-large members about their appointments.

7. Upcoming Meetings

- a. May 18 Staff Council Meeting: **L. Brown-Cornelius will invite** new Council members.
- b. May 23 All-Staff Meeting: **R. Hill will send** S. Cocco agenda to distribute to full staff. **S. Cocco will create PowerPoint slides** of outgoing Council members, new Council for 17-18, and award recipients.