

John Carroll University Staff Council
Executive Committee
Meeting Minutes
1/10/2017 | 12:00 PM | Murphy Room

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

1. Call to Order
2. December 13 Minutes Approved
3. Board of Directors Lunch
 - a. R. Hill has been asked to provide Rich Mausser with list of invitees to March 15 lunch.
 - b. It was suggested that we should invite those who won last year's staff awards – Brent Russ, Louise Barmann, Joel Mullner.
 - c. R. Hill would like to prepare aggregates of degrees held by staff members and number of years served at Carroll. He would also like to discuss a staff reception during Commencement Exercises or a way for staff to be part of the program.
 - d. We could also invite those we would like to see serve on Staff Council.
 - e. This year's Staff Service Award Winner is Nancy Coyne but she will have left the university by then.
4. Submitted Items
 - a. No new submitted items.
 - b. S. Cocco noted that responses are still needed on "Housekeeping Recognition" (**E. Eickhoff**), "Public Service Loan Forgiveness Program" (**B. Hurd**), and "Electing Department Chairs" (**R. Hill**).
5. Review of Committee Work
 - a. Membership, Governance, and Finance – D. Wong
 - i. There is still a significant amount of money to spend out of this year's budget.
 - ii. As election season approaches, it will be important to have representation from diversity of departments and divisions in addition to diversity of gender, age, and racial.
 - b. Communication – S. Cocco
 - i. Assessment results are compiled and ready to view. One takeaway is that there is some confusion about our role – whether we are a subset of HR, whether we are a decision making body.
 - ii. Action item – be more planful about announcing All-Staff and Staff Council meeting dates. Moving forward, we will set the entire year in June and announce to the staff at that time.
 - iii. Action item – notify staff when new meeting minutes are posted. It was also suggested that a quicker turnaround should be followed on posting minutes – two weeks maximum.
 - iv. Following discussion as a full Council, Executive committee recommends that this committee will become Communication and Assessment.
 - c. Staff Recognition and Community Building – E. Eickhoff
 - i. Discussion that the Community Building committee could focus on event-driven initiatives moving forward.

- ii. Following discussion as a full Council, Executive committee recommends that this committee will become Community Building and Networking. This committee will absorb morning socials.
- d. Mission, Advocacy, and Orientation – B. Hurd
 - i. Action item – staff desire further explanation of process for policy review and changes, and also desire communication to staff if policies change that directly affect them.
 - ii. Following discussion as a full Council, Executive committee recommends that this committee will become Mission and Advocacy – dropping ‘orientation’ from its name.
- e. Staff Development – M. Hanicak (not present – discussed on her behalf)
 - i. We need to consider whether Staff Development is still relevant as a committee in light of HR advances in this area. Is there too much duplication of efforts?
 - ii. This committee will absorb Morning Socials for now. Could this budget be transferred to Staff Council so we do not have to charge to HR?
 - iii. Motion to dissolve Staff Development and split out Community Building and Recognition.
 - iv. Following discussion as a full Council, Executive committee recommends that this committee will become Recognition. Work of committee could include awards, milestone anniversaries, ongoing PR for opportunities to recognize staff. Idea to feature staff member of the month on LoboVision.

6. Constitution

- a. Based on the above changes to committee structure and names, **S. Cocco will set up** a Google document where Executive Committee members can make and track changes.
- b. **D. Wong will submit** proposed revisions to Rich Mausser and Fr. Niehoff for approval. This needs to be finalized by March 1 in order to be approved for the election process.

7. Adjournment