

John Carroll University Staff Council
Executive Committee
Meeting Minutes
2/15/2017 | 3:00 PM | Dolan Reading Room

Attendees: Rory Hill, Lisa Brown-Cornelius, Brian Hurd, David Wong, Eric Eickhoff, Samantha Cocco, Mary Ann Hanicak, *Dr. Jeanne Colleran (Guest)*

1. Call to Order
2. January 10 Minutes - *Tabled*
3. Provost and Academic Vice President Jeanne Colleran
 - a. The University Committee on Collaborative Governance is undergoing a restructuring with the desire to bring clarity to how decisions are made.
 - i. Performed committee audit with Nick Santilli
 - ii. Want to ensure that all committees fit into the new structure. Current University committees do not cover the breadth of what we do and do not align to our University divisions.
 - b. Proposal to have four University committees in addition to USPG.
 - i. This new structure would hold senior leadership team accountable for committee work
 - ii. Provost Council will become Committee on Student Learning Experience
 - iii. Budget Committee will become Committee on Resource Allocation and Prioritization
 - iv. The other two committees are new - Committees on Administrative Policies and Programs and Academic Policies and Programs
 - c. Representation on Committees
 - i. Would like student, faculty, and staff representation on each committee.
 - ii. A Senior Leader will sit on each of the four committees. Senior leaders will be standing members of the committees - will not rotate.
 - iii. 3-4 years for other committee members; would include those who are not at SLT level but who would be valuable constituents for a particular committee.
 - iv. Staff, faculty, and student representatives would rotate more frequently; we will need to test this out and see how that frequent rotation effects the representatives' participation.
 - v. Committees would meet potentially every other week for 1-1.5 hours
 - vi. Two-way communication is desired - serve as representative on community and report back to constituency.
 - vii. Staff Council would select who would serve on each committee. Recommendation that Staff Council officers should serve on University committees as top priority since such important work will be done in these committees; this may mean that members at large would serve on board committees. If appointed person cannot attend, we should not send a representative in their place.
 1. It may be valuable to write it into the 'job description' for the members at large who will serve on additional committees for upcoming elections.
 - d. Next goal is to align university documents - handbooks, constitutions for councils and employee groups.
 - e. All staff members will be encouraged to participate in Staff Council; it should be articulated across divisions that front line staff especially should be able to participate and serve on committees.
 - f. Staff Council Budget
 - i. The first year of Staff Council, we were given \$5,000 total and told to decide whether to have tent event or other small events; and so we did not have the event that first year.
 - ii. The second year, it came back and was not absorbed into SC budget but we were expected to manage it in some way.

- g. Jeanne noted that a consideration for Staff Council will be whether to continue to coordinate programming or to just advocate for the university to coordinate them - including community building events, awards, etc.
- h. It is important to remember that Staff Council was incorporated to fill some gaps left by HR. These may no longer be gaps.

4. Review of Committee Work

a. Membership, Governance, and Finance – D. Wong

- i. Based on committees' forecasts, we will still have approx. \$3,000 left over at the end of the year.
- ii. Approval to purchase perpetual plaques for awards
- iii. Election
 - 1. David will look into what system to use to administer election; looking for something secure.
 - 2. Add language to the member at large job description that you may be appointed to an additional committee outside of Staff Council.
 - 3. Current members at large will not be expected to accept appointments but will be offered.
 - 4. Expectation for anyone on an external committee to report out at full Staff Council meeting.

b. Mission, Advocacy, and Orientation – B. Hurd

- i. Anticipation of upcoming news on the budget; is there a role for Staff Council to be part of the communication to the staff in helping deal with that impact?
- ii. Staff Council will have a conversation with Rich; in the event that any staff cuts or salary decreases, request to be present to help facilitate these conversations or provide forum for staff feedback.

5. Adjournment