

John Carroll University Staff Council

Executive Committee

Meeting Agenda

6/14/2016 | 1:30 PM | Dean's Conference Room B

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

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1. Opening Comments

- a. Important upcoming dates to be aware of:
  - i. September 8 – Mass of the Holy Spirit – celebration in the tent on the quad
  - ii. September 9 – Closing ceremony for Forever Carroll Campaign – celebration in the tent on the quad
  - iii. September 13 – Board meeting
  - iv. End of September – HLC Site Visit
  - v. 1<sup>st</sup> Weekend of October - Homecoming

2. Call to Order

3. New Committee Members

- a. Members continuing on in new positions:
  - i. Mike Richwalsky is now Immediate Past Chair.
  - ii. Rory Hill is now Chair.
  - iii. Samantha Cocco is now Vice Chair of Communications (term expires 5/30/2018).
- b. Outgoing Council members:
  - i. Deanna DePenti (former Immediate Past Chair)
  - ii. Kevin Hatgas (former Vice Chair of Communications)
  - iii. Former Members-At-Large: Megan Dzurec, Lisa Ramsey, April Skurka, Ross Carbone, Autumn Petti, Jamie Spitznagel
- c. New Council members:
  - i. Lisa Brown-Cornelius is now Chair-Elect.
  - ii. New Members-At-Large: Troy Field (re-elected- Communications), Megan Wilson-Reitz (Communications), Marianna Cicirelli (Staff Development), Salomon Rodezno (Staff Development), Adam Green (Staff Recognition & Community Building), John Brautigan (Mission, Advocacy, & Orientation), Julie Myers (Mission, Advocacy, & Orientation), Marek Kasprisin (Membership, Governance, and Finance)
- d. Lisa Ramsey would like to continue on the Staff Development committee as a non-voting resource person. Brittany McNeil will also continue to serve that role.
- e. Megan Dzurec may continue in this role on the Staff Recognition & Community Building committee.
- f. All newly elected committee members will serve in two year terms – beginning 6/1/2016 and ending 5/30/2018.
- g. Terms of all current Members-At-Large will expire in one year – 5/30/2017.

4. Committee Updates & Meetings

- a. Monthly Meeting Dates and Times
  - i. Executive committee will meet monthly.
  - ii. Other committees will meet every other month.
  - iii. Staff Council meetings will occur every other month
  - iv. All Staff Meetings occur three times a year – September, February, and May – with the discretion of the Chair to call additional meetings. These dates should be checked with the SLT. They are typically on Wednesdays at 2 pm.

- v. The Chair will schedule Executive, Staff Council, and All Staff meetings; each Vice Chair will schedule their own committee meetings.
  - vi. It was requested that the Staff Council meetings be held in the same place each time.
- b. Committee Updates
- i. All committee Vice Chairs need to submit year-end reports; template is stored in Basecamp. These are internal and will not be posted on website.
  - ii. Membership, Governance, and Finance
    - 1. David noted that the bylaws can be changed at any time. There is a scheduled time of year for an annual review each September.
  - iii. Communications
    - 1. Samantha noted she is not quite set up with MailChimp/Dispatch; Mike will assist in the interim period.
    - 2. The focus of this group will remain on the newsletter and website. There is also discussion of a one-page document for new staff members.
  - iv. Staff Recognition & Community Building
    - 1. Eric noted that the Happy Hours for the summer and fall have been scheduled, as well as an Indians game towards the end of the summer.
    - 2. The focus of this group will remain recognition and events; there is not capacity within the group to take on other responsibilities. One goal of Eric's is to utilize the committee members to encourage attendance at events.
  - v. Staff Development
    - 1. Mary Ann expressed that there may be a need for discussion regarding the responsibilities of this committee.
    - 2. There is some crossover with the responsibilities of the Staff Recognition and Community Building committee, especially with Staff Connections and affinity groups.
    - 3. Human Resources has ramped up its programming in the past year and diminished the need for Staff Council's coordination of staff development events.
    - 4. It was noted that HR's trainings are often more professionally oriented; perhaps there is room for the SD committee to offer more personal development, like care for elderly relatives.
    - 5. There is some discussion that this committee can be combined with the Staff Recognition & Community Building committee, possibly with a co-chair structure.
    - 6. It was noted that HR and the staff in general should perhaps be brought into this conversation as to what gaps need to be filled. HR has brought initiatives to Staff Council in the past to gauge interest in coordination, including Administrative Professionals Day and Take Your Son/Daughter to Work Day.
    - 7. This will be discussed further at July's Executive committee meeting. Staff Council will be consulted and a vote will be administered before any decisions are made.
  - vi. Mission, Advocacy, and Orientation
    - 1. Brian was not present at the meeting but it was discussed that there is some crossover with HR for this committee as well.
    - 2. 'Orientation' comes into play with the new staff member orientation sessions and the Campus Colleagues program.
    - 3. 'Advocacy' comes into play with the HR policy review.
    - 4. There may be an opportunity for staff service events as 'Mission.'
5. Meetings & University Committees
- a. Staff Council meetings

- i. Samantha will put out a Doodle poll to all Staff Council members to get feedback on Staff Council meeting dates. These meetings have also been on Wednesdays at 2 pm in the past but this time may not be ideal for all members.
    - ii. The next two meetings will be held in July and September.
  - b. Staff Council representation on University committees
    - i. All Staff Council officers have been assigned to a Board committee as non-voting resource persons.
    - ii. Rory (with Lisa as back-up) will serve on the University Learning Committee (ULC).
    - iii. The Great Colleges committee will be ending (Eric previously served on it).
    - iv. Mary Ann will continue to serve on the University Strategic Planning Group (USPG) committee.
    - v. David will continue to serve on the Strategic Budgeting committee and the Provost Council.
    - vi. Brian will continue to serve on the HR Policy Review committee.
    - vii. There may be ad hoc search committees to which Staff Council members will be called.
6. Staff Picnic – Monday, June 20
- a. The sponsorship of the picnic was discussed.
  - b. It was decided that Staff Council will send out email communication to remind staff and faculty about the picnic on Monday, but will not coordinate a raffle or make any welcoming remarks.
7. HR Morning Socials
- a. A request was received from HR to co-sponsor along with Faculty Council a monthly Morning Social for faculty and staff.
  - b. Coffee and tea will be provided from HR's budget.
  - c. The first will take place in the Alumni Lounge; there was some discussion that the event could be moved around between departments to serve as something of an open house to showcase the work of various departments.
  - d. It was suggested that Faculty and Staff Councils could trade off sponsoring each month.
  - e. Rory will communicate these ideas to HR and give the go ahead for Staff Council's co-sponsorship of these Morning Socials.
8. Other Business
- a. Staff Council Budget
    - i. The budget has not been submitted for FY 2016-2017 yet; there was some discussion as to whether the budget should be submitted earlier in the year.
    - ii. \$5,000 has been allotted and another \$6,000 is expected to come in; it was received in September/October of last year for FY 2015-2016.
    - iii. The above amounts do not account for the Staff Picnic; this is not factored into Staff Council's budget.
    - iv. David will email all Vice Chairs requesting that each provide a FY 2016-2017 budget for their committees.
  - b. Recording of All Staff Meetings
    - i. Samantha requested that this be added to the next Executive Committee meeting to discuss.