



Staff Council Meeting Minutes, October 18, 2018

Present: E. Eickhoff, E. Carreon, L. Brown-Cornelius, J. Ambrose, S. Rodezno, L. Ramsey, B. Mandzak, B. Bailey, J. Brautigan, J. Burrows, D. Fotoples, A. Goldhammer, B. Lem, M. Moss, M. Nicholson, A. Skurka, C. Vasko, L. Vess, A. Zucca  
Absent: B. Dolan, K. Jansen, M. Marich, T. Maverick

Meeting convened at 2:06 pm.

1) Welcome and Report from the Chair

a. Committee Placements:

- i. Allison Goldhammer has agreed to serve as the staff representative on the Human Resources Policy Review Committee.
- ii. Mike Marich and Amy Zucca have agreed to serve as the staff representatives on the Facilities Planning Space Committee.
- iii. April Skurka has agreed to serve as the staff representative on the HR Compensation Study Committee.

b. Response to Staff Council Feedback Forms:

- i. Request for a community forum with campus security regarding emergency procedures and protocols for active shooter, fire emergency, etc.

1. Brian Hurd and Garry Homany will present at the next All-Staff Meeting in January

- ii. Request for chair massages for staff, not just for students

1. Referred to Lisa Ramsey to study the feasibility of offering such a program/event

- iii. Inquiry about AED machine locations on campus

1. currently located in pool area of RecPlex, near the trainer's office at Shula Stadium, in the Corbo Gym, in the Dolan Center, the JCU EMS program has one, and JCU PD has three
2. JCU EMS has requested funding through Student Activities to purchase more; if that avenue does not come through, JCU PD will look at other options
3. AEDs currently are located primarily in the Student Center and in Dolan, with a void in the middle of campus.

- iv. A concern was raised about the rising cost of catering through Aramark which is resulting in more departments "self-catering" events, which has led to more department administrative assistants having to shop on their own time, without compensation for their time, mileage, etc. Eric noted that this topic has been discussed by the Executive Committee, and will be discussed further during the Open Forum portion of this meeting.

- c. Eric met with Dennis Hareza about Staff Council regularly engaging with Dr. Johnson. Eric polled Staff Council members about preferred timing of such a meeting. December was preferred over January.

## 2) Staff Council Committee Updates

### a. Community Building and Networking: Lisa Ramsey

- i. Homecoming: Participation in the Door Decorating Contest increased from 10 entries last year, to 18 entries this year. Tailgate food vouchers increased to 56 redeemed this year, compared to 16 last year.
- ii. Staff Happy Hour is today, 5:00-7:00 pm at MT Glass/R's Kitchen.
- iii. Staff lunch is scheduled in the Underground on October 24. So far, 24 RSVPs.
- iv. The next First Friday Coffee Hour will be November 2, in B101a, College of Arts & Sciences.
- v. The November Happy Hour will be Tuesday, November 13 at Bar Louie.

### b. Mission and Advocacy: Brandi Mandzak

- i. Committee met with Sr. Katherine Feely to discuss additional ways staff could get involved in service activities; as a result, CSSA's GivePulse service registration site will begin to post volunteer opportunities for staff, as well as students. These opportunities would qualify for Mission Leave.
- ii. The committee also spoke with Ed Peck to discuss Mission Leave and the number of hours currently being utilized by staff. The numbers are trending upward, currently in the 200+ range. The committee hopes to post in the December Staff Council newsletter more information on the GivePulse link and service opportunities for staff.
- iii. The Committee will be engaging with Ed Peck to host a collaborative event for faculty, staff, and students during Ignatian Heritage Week in January, which will include a scavenger hunt and other activities.
- iv. The first of two staff listening sessions is scheduled for November 7, for non-supervisory staff in the Schell Conference Room.
- v. Fifteen new volunteers have stepped forward to participate in the Campus Colleague program; 25 campus colleagues have been placed since June.

### c. Recognition: Salomon Rodezno

- i. Staff greetings continue to be sent out acknowledging work anniversaries.
- ii. Thanksgiving notes will be sent to staff on November 14, arriving by November 17.
- iii. The Finals Week greeting will be sent out on December 10.
- iv. Recognition Committee met on October 2 to further their plans for a Staff Notes publication similar to the University's Faculty Notes. Non-committee volunteers will assist with this project. They crafted the following mission statement: *Assembled and shared by Staff Council, Staff Notes is a university-wide initiative aimed to recognize the achievements of its full- and part-time staff across all divisions. In accord with Staff Council's mission, Staff Notes will proudly highlight community-building, networking, and recognition.* The publication will contain such components as a cover story, self-reported accomplishments, promotions, immersion trips and service, award recipients, "Onward On" (staff moving to jobs elsewhere), "Quick Clicks" (university facts), and personal milestones.
- v. The goal is to release the first edition in Spring 2019, and three times a year thereafter.
- vi. Salo asked the Council to consider who will approve or release the publication.
- vii. May 23, 2pm will be Staff Council's 4th annual recognition and excellence awards ceremony.

### d. Communication and Assessment: John Ambrose

- i. The October newsletter will go out tomorrow (October 19), and includes another call for Campus Colleagues, and information on the upcoming Listening Session.

### e. Membership, Governance, and Finance: Eric Eickhoff (for Brendan Dolan)

- i. Proposed budget was shared, asking for an increase from \$11,000 last year to \$17,000 for the next three-year budget cycle.
- ii. Eric is meeting with Dennis Hareza next week to discuss the proposal.

iii. Among the reasons for the increase, Staff Council has assumed responsibility for the Campus Colleagues program, has absorbed the First Fridays program previously sponsored by Human Resources, Employee Resource Groups are new since the prior cycle, and the year-end recognition celebration is also new. Cost per staff member in the proposed budget is just under \$41.

f. Employee Resource Groups (ERGs): Eddie Carreon

i. An ERG Leaders meeting was recently held to discuss and plan for the year.

ii. Leadership of the Baby Boomers ERG will be assumed by Connie Brooks and Patti Taylor.

iii. ERG assessments will be conducted as groups meet.

iv. Last year, the ERGs were partially funded by Staff Council and matched by the Mandel Grant. Eddie is awaiting notification on whether that grant will be available again this year.

v. An additional ERG has been suggested for New Parents.

vi. Eddie met with four faculty colleagues for input on the fate of the spiritual diversity interfaith ERG. They suggested, rather than a group of diverse faiths, a better approach may be to create groups aimed at specific ideologies integrating into a Jesuit university.

vii. Eddie met with Jen Rick, Assistant Vice President of Human Resources, to discuss ways of connecting with various self-identified constituencies while not violating individual privacy. Her suggestion is to publicize events aimed at interest groups and then staff will reach out to us if they identify with the charge of that group.

3) UCCG (University Committee on Collaborative Governance) Committee Updates

a. University Strategic Planning Group: Eric Eickhoff

i. The committee meets every two weeks. Staff Council is tasked with focusing on tactics to Improve Collaboration. Eric's suggested goals or tactics to achieve that objective:

1. Redefine UCCG, with Staff Council involvement

2. Equal representation by staff across all University Committees

3. Develop collaboration plan across Staff Council, Faculty Council and Student Union

4. Making sure everyone has the opportunity to be included in the strategic planning for 2020-2025

5. Getting support, both monetary and structurally for Employee Resource Groups

b. University Committee on Administrative Policies: Eddie Carreon and Lisa Ramsey

i. Eddie learned that the Great Colleges to Work For survey was to have been presented to each division by their respective vice presidents. One of the concerns left unaddressed was longitudinal data; because the survey hit right after the restructuring, some felt it might be biased, but Eddie noted that one of the surveys was also completed prior to the restructuring, providing two sets of data.

ii. A data governance task force was established to examine how data is kept and stored, and who can access it.

iii. Policies up for consideration:

1. Animals on Campus

2. Surveys on Campus

3. Fraternalization (between faculty, staff, and students)

c. University Committee on Educational Policies: John Ambrose

i. Committee meets every two weeks for one hour to address academic issues

ii. Committee is working on a master document that more accurately defines course delivery methods; most courses are currently defined as lecture courses, but should be defined otherwise.

iii. They are examining strategic and efficient use of class space; looking at scheduling more early morning classes and more evening classes.

- iv. Evaluating policies for auditing classes and awarding posthumous degrees
- v. Considering reclassification of number of credits used to determine class standing (freshman, sophomore, etc.) due to the new core requirements
- vi. Transfer credit policies are also under review.
- d. University Committee on Resource Allocation: Brendan Dolan absent, no report
- e. University Committee on Student Learning Experience: Brandi Mandzak
  - i. The committee has met three times this academic year. The first meeting focused on retention data, examining primary reasons students leave the University and looking for commonalities. Of note, the majority of students departing did not file FAFSAs, implying that cost is not a factor in their departures. Another trend is the going home/coming home model: students either transfer to an institution closer to home, or they transfer here to be closer to home.
  - ii. Experiential Learning Committee is preparing a report highlighting where experiential learning is occurring. There is now data to support that students are involved in experiential learning through nearly everything they are doing throughout the institution. Out of 32 academic programs, there are only two programs that do not have a required experiential learning component, but they do require a capstone project.
  - iii. Academic Advising continues to be a hot topic. Results of a recent administrative program review are expected soon. It is anticipated that more staff will be required. Boler has already hired another professional advisor, but the College of Arts & Sciences has not yet done that.
  - iv. Professional Development programs throughout the University are gaining momentum. Most College of Arts & Sciences departments have committed to making professional development a degree requirement.

Eric thanked Council members for attending committee meetings, and for the valuable contributions they are making to those committees.

#### 4) Open Forum:

- a. Eric noted that he had received an inquiry outside of the Feedback Form process from Megan Wilson-Reitz, who asked about leave policy as it pertains to employees who leave JCU and then come back. The Executive Committee discussed it at length and drafted a formal policy response to HR, which Allison Goldhammer will present at the Policy Review Committee meeting. The response addresses individuals who leave the University involuntarily and then come back (for example, the position was eliminated or merged). It is Council's position that they should not be penalized and have to start over again in their accruals.
- b. Allison added other H.R. Policy Review Committee discussions included the proposed travel policy, which Eric wants brought to Staff Council for discussion. Allison encouraged staff to communicate our views on proposed policies to her so that she can address the committee. The new tobacco-free campus policy, effective August 1, has led to some complaints from neighboring homes/businesses. A policy statement addressing questions will be issued soon by President Johnson.
- c. Eric returned to the item previously mentioned under Feedback Forms Received related to the impact of escalating Aramark catering costs combined with department budget cuts leading to more self-catering by departments and the impact on administrative assistants. He noted the Executive Committee has discussed the issue, and felt the need for more feedback from Council based on member experiences. Members indicated that this is becoming more prevalent. Many job descriptions include "other duties as assigned" and therefore employees can be asked to perform shopping and other duties necessary to support department events. However, this practice raises concerns of whether employees, in particular administrative assistants, are being reimbursed for mileage, are they using personal time without

compensation, etc. Additionally, how does the "host" role impact the employee during the event itself? Are employees asked to run errands during hours/days that are not regular working times? Safety and liability issues were also raised. Eric will bring this issue to his upcoming meeting with Dennis Hareza, liaison to the Senior Leadership Team. In the meantime, he will work on crafting a position statement. Lisa Brown-Cornelius asked that we encourage administrative assistants and others experiencing this issue to attend the upcoming Listening Session to discuss these extra duties. They should also be encouraged to use the Feedback Form on the Staff Council website.

- d. Salo Rodezno brought up the issue of employees feeling as if they are unable to take breaks, including their daily lunch break. The question arose surrounding what are current policies, and current Ohio law, regarding employee break times. Eric will discuss the policy with Dennis Hareza and ask for an official policy statement to discuss at the November 8 Council meeting.

Addendum to 2. b.: John Brautigan returned to the discussion of Mission Leave, noting that Ed Peck expressed concern regarding recording of Mission Leave by staff. If staff members request Mission Leave, it must be indicated as such on time sheets in order to accurately track. Eric asked that a reminder be included in the Staff Council newsletter. Activities must be University-sanctioned to be counted as mission leave. Amy Zucca noted that there are no sanctioned activities currently listed on the website. Salo Rodezno added that service opportunities need to be inclusive of non-Catholics as well. April Skurka noted that the GivePulse registry was not being marketed to staff as it has been for students and faculty. All activities posted through that registry are University-sanctioned. Brandi Mandzak reiterated that the committee on Mission and Advocacy is continuing to work with Sr. Katherine Feely and Ed Peck to address these and other issues such as mission work done outside normal work hours. She also noted that last year, 33 people tracked 237 hours of mission leave compared to the previous year when 51 people tracked 163 hours. Lisa Brown-Cornelius expressed an interest in breaking down those numbers to determine how many hours are attributable to staff accompanying immersion trips. John Ambrose asked for clarity on the current approval process for taking/recording mission leave. Eddie Carreon read the policy from the HR website: *Employees must request approval for Mission Leave in writing to their supervisor with specific information on the activity/event and their role/participation in it, and the amount of time requested. The needs of the department as well as the opportunity for the employee will be considered in the approval process. Factors such as office coverage, minimum staffing levels, vacations, sick leave, unplanned absences, special projects, and peak workloads will be considered. Final decisions will be made by the Vice President of the respective division.* Eric suggested asking Ed Peck to speak to this issue at the next All-Staff Meeting in January. Melanie Moss suggested polling the 33 people who submitted mission leave hours last year to learn what process they went through.

Meeting adjourned at 3:21 pm.

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