



Staff Council Meeting Minutes, March 14, 2019

Present: L. Vess, L. Brown-Cornelius, B. Dolan, A. Skurka, A. Zucca, J. Brautigan, B. Bailey, B. Lem, D. Fotoples, S. Rodenzo, E. Eickhoff, M. Nicholson, C. Vasko, A. Goldhammer, J. Ambrose, L. Ramsey, E. Carreon, B. Mandzak

Absent: T. Maverick, K. Jansen, M. Moss, M. Marich

Meeting convened at approximately 2:05pm.

Welcome and Report from the Chair

- **Approval of Minutes**
- **USPG & Strategic Plan Update**
 - At last meeting, Dr. Johnson spoke regarding changes to the strategic plan
 - Operational performance - restructuring, may be more to come (minor changes)
 - Academic Prioritization - main focus will be on academics
 - Faculty governance as it relates to changes - faculty will still be able to govern how a program is developed, the board has fiduciary management and approval
 - Students are more focused on skill sets than degrees
 - USPG Consultants in April 29-30: leaning towards task force, potentially elected Staff Council member
 - Kate Malone - Special Assistant to President
 - Community Forum on April 10 to discuss this further
 - Brought up concerns regarding Faculty Council members on USPG and not enough representation of Staff Council members - Dennis Hareza & Jim Krukones agreed that more Staff Council members should be included. Past chair, present chair, and chair-elect.
- **Recap of HLC and Jesuit Provincial Meetings**
 - Thoughts on both meetings:
 - Impressed with staff community, amount of work we put in to make sure mission is carried out
 - Honest feedback, positive

- Jesuit Provincial for Higher Education (Rev. Dan McDonald):
 - Brought up staff position statement from last fall, gave copy. Appreciative and had positive feedback
 - Morale, work-life balance, university mission discussed
 - What to share with the President and the Board - *cura personalis* should be woven through for students and staff members
- Eric addressed the challenge of not using absolutes, need to be conscious of this when speaking on behalf of the staff community. Tie back to specific feedback we received, not to group overall.
- **Day of Giving: April 29-30, 2019**
 - Hosted by annual giving - 1886 minutes is the goal. Letter to come from Eric asking for whatever people can give. Most interested in level of engagement, goal of 500 people. More to come.
 - For every Staff Council member who donates, Eric will donate \$5 to Staff Council

Staff Council Committee Updates

- **Community Building & Recognition**- Lisa Ramsey
 - Past events:
 - Death by Chocolate event was a success, will have a tasting next year (44 attendees this year)
 - Fish Fry (thanks to Logan Vess, Dennis Hareza and Ed Peck) - hit budget target, more funding was allocated.
 - Upcoming events:
 - Meet the Candidates/First Friday Coffee Hour on Friday, April 5 in the Alumni Lounge
 - Food truck - Barrio on Thursday, April 24
 - Happy Hour at Pinecrest on Tuesday, April 30
 - Last First Friday Coffee Hour of the academic year will likely be held outside of Kulas Auditorium
 - Possibility of a lunch kickoff in August 2019 (outside?)
 - Committee would like to collect some assessment data in order to better plan and assess Staff Council sponsored events
 - Next Staff Council communication should include a thank you to Dennis Hareza and Ed Peck for co-sponsoring the Fish Fry
- **Mission and Advocacy** - April Skurka
 - Supervisory listening session will be held on Wednesday, March 27 at 2pm in the O'Dea Room
 - Listening session feedback data will be compiled after supervisory listening session is complete
 - Human Resources issues:
 - Campus Colleagues Program - originally under the purview HR, is now under Staff Council's purview; consideration of giving it back to HR due to

the level of work associated with it; it may belong to HR anyway, with Staff Council's assistance - Jen Rick was open to this idea, with involvement from Staff Council

- Jen is looking to obtain more data on the new hiring process and would like to collaborate with Staff Council on this, as much as possible
- We are in need of more people to serve as campus colleagues to new hires
- Staff Council's role would be to be highly representative of colleagues, while HR would manage logistics; Hope to build into onboarding process
- Amy Zucca: from a campus colleague perspective - thinks new hires should have the option to opt in, not automatically be assigned a campus colleague; Not everyone may be interested in having a campus colleague; Make it known to the new hire that the campus colleague is a volunteer willing to give time
- Information should be provided as part of the onboarding process - include information about Staff Council and a list of current Staff Council members; Make new hires aware that there is a voice for them; It may be more comfortable for new hires to make their own connection
- Establish a more formal connection between Staff Council and HR
- Dan Fotoples: New hires could be invited by Staff Council to attend sponsored events; a good introduction to Staff Council
- Possibility of sending postcards to new hires from the Recognition Committee?
- Include a list of Employee Resource Groups in a new hire welcome packet; create a one sheet handout with information that includes a list of Staff Council members, an overview of Staff Council and information about the ERGs; Lisa Ramsey and Salo Rodezno to explore this
- John Ambrose publishes quarterly hiring updates on Staff Council webpage using report from Leslie Beck
- HR wanted feedback on any potential legal concerns (working through lunch hours, for example); any feedback on these types of concerns should be routed back to HR
- **Recognition** - Salomon Rodezno
 - Nomination form for staff awards going out next week/following week; it is now a one page document; Word documents can be uploaded, but should be limited to 2 pages; More details to come

- **Communication and Assessment** - John Ambrose
 - Newsletter being distributed on Friday, March 15 will include a reminder for election nominations; link to nomination form will be included
 - The March newsletter will include the upcoming supervisory listening session, pictures from Death by Chocolate lunch hour, HR policy up for review, and the usual list of upcoming events.
 - Committee will meet on Monday, March 25 to begin prepping Assessment Survey; The survey will be distributed in May prior to 10-month colleagues leaving for the summer months; This will give the Committee time to prepare the Assessment Report, which will be published at the beginning of the fall semester

- **Membership, Governance & Finance** - Brendan Dolan
 - We currently have 63 nominations/volunteers; Nominations are open until March 20; We are tracking the same rate of nominations as last year
 - Committee will be reaching out to those who were nominated/applied and will collect information about candidates to be dispersed prior to elections
 - There will be a First Friday Coffee Hour meet and greet with the candidates
 - Voting will open on April 8

- **Employee Resource Groups** - Eddie Carreon
 - ERGs are planning and hosting activities based on each ERG's own schedule
 - 2 ERGs have worked with Human Resources to coordinate conversations, update information on the HR website for those involved or interested in the ERGs; HR colleagues have been supportive and engaging
 - In preparation for coordinating the transition of ERGs to the Vice Chair of Diversity, Equity, and Inclusion, Eddie is holding once a month meetings with other organizations/institutions about how they manage their ERGs (networking and learning, feedback, etc.)
 - A faculty member reached out regarding the formation of a Jewish faculty and staff ERG; more details to come
 - Working parent/guardian ERG is open to both staff, and faculty

University Wide-Committee Updates - Eric Eickhoff

- **JCU PD Advisory Committee**
 - Brian Hurd is putting together new advisory committee for the JCU Police Department; Its 3 goals: engage in dialogue about safety, increase awareness of the police, enhance/maintain community of trust
 - Share information to build awareness and strategize
 - Programming information
 - Salo Rodezno will serve as the staff representative on this committee

- **HR Policy Review Committee**
 - The Committee now meets at a new time, which conflicts with Allison Goldhammer's schedule; consequently, John Ambrose will serve as the new staff representative on this committee
 - Just completed governance, animals on campus policy reviews
- **Board of Directors Resource Persons**
 - John Brautigan: one Board member was present in-person, two were online; discussed the Ignatian Heritage Week scavenger hunt and how participants learned about the institutional mission; the Board wants to know what is happening with staff
 - April Skurka - Finance
 - Dennis Hareza's plan is on track, we should have a minor surplus operating budget by 2020; This does include 2% raises for all employees; Moving forward with a projection of 800 freshman class; Current operating surpluses do not include academic prioritization changes, which could add to that
 - Caragh Vasko - Academic Affairs Committee did not meet with the Board
 - Mike Nicholson - Property/Facilities/Technology
 - All are happy about the \$20 million pledge
 - Patio outside recreation complex?

Open Forum

- Discussion re: Staff Feedback Forms
 - Changes have been made to the online feedback form; Staff Council gets many of these and it is becoming clear that the current structure did not allow for getting the feedback we need; There are varying levels of feedback not getting addressed.
 - Allowing feedback to be labeled: 3 options - anonymous, name shared with Executive Committee only, community; Responses will be shared on the Staff Council webpage for those who select community; We will directly respond to those who share their name with the Executive Committee only; For those who select anonymous, their feedback will be taken into advisement, not posted to Staff Council webpage
 - These changes will be explained and communicated in the March newsletter
 - Dennis Hareza inquired about concerns; If any concerns arise, we will modify these changes
 - Goal is to respond to feedback in a more timely manner and in a respectful way
 - The feedback form may be revisited after the University website is updated, based on available functionality
- Salo Rodezno:
 - At most recent Executive Committee meeting, Salo shared that 10-month employees were accruing sick time incorrectly (6.25 hours/month); These employees should be accruing at a rate of 7.5/hours/month

- These staff members felt as if they were being bounced around between payroll and Human Resources; April spoke with Jen Rick about this - she is aware of the issue; possible glitch in Banner that HR is trying to resolve; If it cannot be resolved, 10-month employees will be notified and the accrual will be rectified.
- Also an Issue with how part-time employees accrue PTO; Anyone not paid full-time or over a 12-month period; Eric made Dennis aware of these issues
- The staff members in question appreciate our advocacy on their behalf
- Brenda Bailey:
 - Mission leave days - 12-month employees get 3 days, 10-month employees only get 2 days; could the accrual be converted to an equal percentage of mission leave in hours?
 - Policy regarding mission leave when going on immersion trips not clearly stated; Employees need clarification on how service or mission days should be reported on their timesheet and/or leave report.
 - This can make employees feel prohibited from doing service.
 - Question of volunteering vs. working, in relation to campus events
- Brandi Mandzak:
 - Mission leave - how is it captured and tracked for faculty and staff?
 - 3 days of mission leave is more confusing - should mission leave just be available as requested?
- Eddie Carreon:
 - Eddie recalls a conversation regarding mission leave; Employees were asked to take mission leave during Streak Week; Each Department requires different reporting
- Lisa Brown-Cornelius:
 - Office of Legal Affairs newsletter included 2 sections regarding flex time and lunch hours; Lisa to share with John Ambrose and John will share with full Council
- Eric to communicate all of our questions to Jen Rick and ask her to attend the next Executive Board meeting to explain; Eric will then communicate her answers to full Staff Council
- Mission leave opportunities: why aren't all of them posted on a webpage? What is the best way to communicate these opportunities to staff? Possibly invite Sr. Katherine Feely of the Center for Service and Social Action to the All-Staff Meeting in May to speak about these opportunities

John Ambrose moved to adjourn the meeting, Brendan Dolan seconded the motion. Motion approved unanimously.

Meeting adjourned at 3:21pm.