Staff Council

January 19th, 2017

2:00-4:00 pm

AGENDA

Excused/Absent: Jennifer Alvarez-Smith, Betsi Burns, Jennifer Fernandes, Kelsey Gerber, Joyce Knight, Kieran Murphy, Raymond Tennison, Sarah Kentner, Tina Calcagno, Farrah Ellison-Moore

1. Approval of December Minutes
   a. Reminder: access minutes through Sakai by going to “Resources”, then selecting “Meetings” → “Minutes”
   b. Motion to approve – Jeremiah Martin
   c. Motion Seconded – Michael Usher
   d. ACTION: Passed

2. Follow-up on action items
   a. Ombudsman (Joyce, Jacqueline, Genevieve & Matt)
      i. Update: work in progress, Chris will provide additional resources and then the committee will meet to determine possible next steps of preparing a proposal for the USC (and then potentially Senate)
      ii. Recommendation for next steps
   b. Shuttle Proposal (Jeremiah & Joyce)
      i. Joyce still reviewing/preparing budgetary questions
      ii. Jeremiah & Kathleen to research finances (relating to parking expenses)
      iii. Communication with HR -- review email & provide feedback
      iv. Betsi- Partnership with Northwestern shuttle for summer use
      v. ACTION ITEM: Recommendation for next steps
   c. Bylaws (Betsi & Joyce)
      i. Initial Feedback: repetitive and in need of revisions/streamlining
      ii. Use Robert’s Rules as a resource (not appendix to our Bylaws)
iii. **ACTION ITEM:** incorporate the areas where we differ from Robert’s Rules into the Bylaws with an explanation/rationale

3. New Business
   a. “Human Capital” – University attempting to find opportunities for savings (specifically salary/benefits)
      i. Request update on the status/conclusions from the Financial Planning Working Groups
      ii. Request clarification/opportunity for effective communication re: CVS Caremark roll-out
      iii. Plans and/or opportunity for widespread communication of conclusions?
         1. Pizza with the President?
      iv. **ACTION ITEM:** Communications Committee to contact HR
   b. **MLK week of events** – please consider attending and spread the word

4. Committee Reports
   a. Communication
      i. Newsletter material – please provide information minimum of 3 weeks prior to event so that we can communicate effectively
      ii. Cookies on a Cart – Call for volunteers
         1. Feb 13\textsuperscript{th} at LSC – 4 sets of 1 hour shifts
         2. March 16\textsuperscript{th} at WTC – 3 sets of 1 hour shifts
         3. April 17\textsuperscript{th} at HSD – 2 sets of 1 hour shifts
   b. LEEF
      i. Issued $5000 to date so far this year
      ii. Holiday Contest Update – 7 entries, 2 winners (General Counsel & Wellness Center), collected $172 in donations
      iii. Monthly payroll donations: ~$500
      iv. Approaching near-critical status of account, so need to drum up donations
      v. Committee to meet soon to discuss: Brochure, profiles on LEEF recipients (email to HR), include basic facts about LEEF in Newsletter, at Pizza with the President, at Health Fairs, etc.
   c. Social Events & Community Building – no update
      i. Pizza with the President (12 pm – 1:30 pm)
         1. March 20\textsuperscript{th} at LSD
         2. March 22\textsuperscript{nd} at WTC
         3. March 23\textsuperscript{rd} at HSD
   d. Staff Development
      i. Lunch & Learn – Thursday January 25\textsuperscript{th} noon-1pm in Damen
         1. More info on future events to come
      ii. LUC & Me – still collecting names/contact info of interested participants
      iii. Suggestion from Andie (at request of Campus Recreation) to have inform staff of opportunity to use Campus Rec facilities (and possibly other campus resources)
   e. Staff Recognition
i. Monthly nominations – to be emailed 01/19/2018
   1. Goal for nominees to be informed by the 10th of each month (fell behind schedule with holidays/start of semester)
   2. Need new nominations, so please encourage!
      a. Send to Deans/Assistant Deans to encourage nominations
ii. Team Spirit 2017 Winners – ITS Green Team’s breakfast scheduled for 01/19/2018 (coordinated with Treasurer)
f. Staff Mission & Ministry – Chris Murphy
   i. January Retreat was cancelled due to not enough participants
   ii. July Retreat in the works – info to come out soon (Joyce and Sylvia are still on board for leadership team)

5. Adjournment

   Next Meeting: February 15th