Meeting Minutes – August 17, 2017

Welcome and member induction
President Dr. Rooney

- Knows there are opportunities for formal staff get-togethers (i.e., Pizza with the President)
- Has informal events with faculty (in conjunction with the Provost’s office), and would like to try to have the same type of events for staff
  - Across all 3 campuses
  - Already has possible dates for these events
- Make sure that there is more staff involvement across different campus initiatives (i.e. the current Taskforces, etc.)
- Her door is open for communication and feedback

Member Expectations

- Each member will be involved in at least 1 committee
  - Committee member lists are located within Sakai
- Everyone is expected attend all meetings

“The Document that Shall Remain Nameless”

Two different documents were found and both explained the roles and responsibilities.

E-board combined the two documents

- Noted changes (membership updated to 25 & made updates to dates to be more general)
- Still needs edits and review before approval by Staff Council
- Talking Points
  - Inquiry: can Post-docs serve as members of staff council?
    - Kathleen is checking with HR
  - Will the communication committee be removed or just have E-board take that into their respective roles and responsibilities?
    - Decision was to leave as is for now
    - The E-board just happens serve as members of that committee this year
  - Condense document so there is only 1 section that has general roles of all committees
    - Sections I & II & VI
    - Keep it non-specific
  - What would be it named?
    - Charter, Handbook? Something else?
    - Needs more of the purpose of the document – currently only speaks to what we are and what we are doing
    - Decision on name will wait until document is fully edited
  - Refine it & adjust as needed for how the group functions today and then will approve at our next meeting
- Maybe review existing committees and see if they represent what we are trying to do
  - May need to be re-formed
- Action items:
  - Clean up document
    - Review your committee section and any other feedback, then provide that to either Kathleen and/or Sarah (by: September 7th)
  - Reach out to other Jesuit Universities for their shared governance documents and how their council functions
Attain & review other Loyola shared governance documents
Conversation with HR regarding what is found in the above two items to determine how to move forward
Approval by President

National Association of Jesuit Staff Governance
- Was contacted by Fred Puza, from Loyola Marymount University, to see if we would be interested in helping form an association for staff governance for Jesuit schools
- Motion to approve
  * Astrid
- Motion seconded
  * Besti
- Motion Passed
  - Jacqueline - volunteered to service as spok person for Loyola Staff Council
  - Kathleen will connect Jacqueline to Fred

Review of other items
- Transportation (Parking)
  - First brought to Staff Council in May (during graduation)
    - Car parked in lot that used to be Loyola overflow lot, but car was towed
    - Is there something that we look into & do something about for future events
      - If someone has a permit, there should be options for that person to park their car if they are not able to use the garage on-campus
      - If that location is not available, what are the options for those that have permits?
    - Talk with transportation team and see if they can make it clear on where staff can park during special events/move-in
      - Specifically for staff that are expected to come and help during events (i.e., graduation)—where are they supposed to park?
  - How can Staff Council work with Transportation to support them during these large events?
    - How will this affect with the larger incoming classes?
    - Are there options for more parking available on all campuses?
  - When no shuttle during the summer, staff are having to pay for parking and public transportation when visiting different campuses
    - Possibility of having summer shuttle service?
      - Even if once an hour
- Action Item: Reach out to Transportation for further clarification on where to park.
  - Specifically for information on upcoming move-in – Besti will reach out
    - Update: Campus Transportation sent email to faculty/staff permit holders on 08/17 informing of specific locations to park during move-in therefore Betsi did not contact Campus Transportation
  - Follow-up at next meeting --- continue conversation about parking & transportation needs to bring to attention of Campus Transportation
- Role of Staff Council: Voice for staff?
  - Does this need to be part of the charter/handbook?
  - Clarify Staff Council role with HR during upcoming “welcome” meeting & understand if advocating on behalf of staff is part of our role
Is Staff Council more than just programing?

- Ombudsman - does the University have this role?
  - Chris Murphy?
    - His role is more mission based
  - Ethics hotline?
    - No option for dialog
  - Follow-up at next meeting – continue conversation about opportunity for Ombudsman

Committee

- Selected Chairs
  - LEEF - Lorelei Hacholski
  - Social Events & Community Building - Farrah Ellison-Moore
  - Staff Development - Kelsey Gerber
  - Staff Recognition & Excellence Awards - Kieran Murphy & Raymond Tennison

- Action item: select dates for Staff Council Calendar
  - Send those to Sarah by September 1st