Staff Council

September 21st, 2017
2:00-4:00 pm

AGENDA

Absent: Melissa Bagdon, Yolanda Golden, Jennifer Alvarez-Smith, Raven Curling

1. Approval of August Minutes
   a. Motion to approve: Edward Gricius
   b. Second: Kesley Gerber
      ACTION: Passed

2. University Staff Handbook/charter
   a. Feedback and changes
   b. Definition/clarifications on role of USC
      i. ACTION: Review Charter by Oct 9
         ii. Approve next meeting

3. USC Communication & Calendar of Events
   a. Nov 29th – Annual Recognition & Excellence Awards
   b. Creating a more accessible USC webpage
   c. ACTION: review the USC webpage & provide suggestions to Sarah before November

4. Review of items:
   a. Parking & Transportation
      i. Review concern from last meeting regarding parking of staff/faculty during graduation
         1. Action item was no longer needed as an email was sent the next day regarding parking during move-in
2. Distribution list use by transportation - Who currently receives this information and can it go to everyone?
3. Timeline of communication - Can these notifications be sent earlier? (two to three weeks before)
4. Commencement & Move-in
   a. Could parking for staff be included as information on the commencement webpage under “Staff”?
   b. Is this different for staff that are working commencement verse those that are attending?
   c. Clarification for overflow parking, maybe include maps.
5. Confirm that the dates that the garages are closed necessary
   a. ACTION ITEM: Communication committee - drafting a message to Transportation on 9/25
   b. ACTION ITEM: Kathleen - Provide follow-up to individual that submitted original concern
ii. Suggested taking concern regarding shuttle during the summer to University Senate
   1. ACTION: Joyce & Jeremiah willing to take lead on drafting proposal
   2. Proposal to include cost, concern and current need
   3. Effects on the entire community (faculty, staff & students)
   4. Shuttle to HSD – included with a specific day and time to run (i.e. once a week)
      a. Edward take lead on this aspect
   5. Survey listserv(s) to pull temperature of the entire Loyola community regarding this concern
b. Staff Ombudsman
   i. Need more information from Human Resources regarding Ethics Hotline and the flow of how these concerns are handled
   ii. Looking for clarity on who staff should be going to discuss issues within the workplace – is the ethics hotline the answer to this and does it provide significant support to the staff?
      1. ACTION ITEM: Michael – reach out to HR in order to have clarification on the process of ethical concerns,
how issues are handled and where should issues of mediation be directed?

2. **ACTION ITEM:** Kathleen - Provide follow-up to individual that submitted original concern

c. **OTHER:**
   i. University Staff Council Budget has been reviewed and each committee chair will be contacted with this information
      1. Any issues or concerns with the budget, contact Melissa
      2. Need to make sure that the council stays within our means and uses these funds wisely

5. **Committees Reports roles and responsibilities**
   a. **Communication**
      i. Nov 16th – Lunch & Learn at LSC
      ii. Updated the USC webpage
      iii. Working on reviewing the “Charter”
      iv. Working on completing the October newsletter
   b. **LEEF**
      i. Received two requests since Aug meeting
      ii. Exploring responsibilities and role during Holiday Party
      iii. Updating the brochure
      iv. Additional fundraising options
   c. **Social Events & Community Building**
      i. Starting to meet to review upcoming events
   d. **Staff Development**
      i. Re-introducing LUC & Me mentor program
      ii. Oct 4th – 12 to 1pm next Loyola 201 program (WTC)
      iii. Lunch & Learn – additional dates announced soon
   e. **Staff Recognition**
      i. Nov 29 – Annual Recognition & Excellence Awards (WTC)
         1. Working on timeline for internal steps
         2. Clear understanding of each award/prizes
      ii. Selecting Sept & Oct monthly awards winners
   f. **Chris Murphy**
      i. Next Inner Retreat is Jan 4th & 5th
         1. Call for leaders, contact Chris

6. **Adjournment**

*Next Meeting: October 19th*