Staff Council

October 19th, 2017
2:00-4:00 pm

AGENDA

Absent: Latonya Allen and Jennifer Fernandes

1. Approval of September Minutes
   a. Motion to approve: Besti Burns
   b. Second: Joyce Knight
      ACTION: Passed

2. Update on University Staff Council Charter
   a. Document has been updated
   b. HR reviewed and provided the following suggestions
      i. During election, names should first be sent to HR to make sure that employee is in good standing at the University
         ACTION: approved to include
      ii. Adding that current members also need to be in good standing through their terms
         ACTION: Approved requirement of current members
      iii. Explain how transition periods to be handled, specifically LEEF and LEEF request
         1. During a time of transition, former LEEF committee members will review all new requests. If there are no returning LEEF members, then the E-board will review all new requests. In the event that there are no current E-board members, then a group of the remaining USC members will respond as needed.
            ACTION: Approved to add to LEEF section
         iv. By Laws
            1. HR explained that this is something we should review as it provides the Council internal process flow
            2. Draft would include
a. Define Council role at the University  
b. How USC will enact that role and make decisions (voting) as a Council  

**ACTION:** Approved to start drafting outline  

3. **ACTION:** Besti & Joyce will start drafting By Laws  

3. Follow-up action items – updates:  
   a. Parking Concerns: Communication Committee reached out to Transportation department  
      i. Received response from Transportation: acknowledged concerns and are working to address  
      ii. Willing to meet with University Staff Council  
      1. **ACTION ITEM:** All members to review response received by Transportation and based upon response, decide if meeting is necessary between Transportation and USC  
      iii. Suggestion to parking: post map of approved locations to park at LSC.  
   b. Shuttle Proposal: Joyce and Jeremiah researching for shuttle proposal  
      i. Collecting information  
      1. Students taking summer courses  
      2. Summer faculty  
      3. Staff commuting between campus  
      ii. Created survey which will be pushed out next week  
      1. Google Forum Survey & four questions  
      2. Communication  
      a. Inside Loyola  
      b. USC Newsletter  
      c. Division Notes (DSD, Finance, etc.)  
      d. Posters around campuses  
      e. HUB  
      f. Ad in Phoenix – if needed  
      iii. Reviewing other areas that would benefit (cost of University, those students that are no full time, productivity of staff)  
      iv. Important to have a break-down of how the shuttle is funded & make sure that this does not fall back on the students  
   c. Ombudsman:  
      i. Questions pose to HR (Linda Russell)
1. General personal issues: work with individual having issues with, then go to direct supervisor, still having an issue seek supervisor’s supervisor, last resort - HR
2. Ethics lines goes to select group of senior administrators & then given to department based on issue. Individual that made the claim can review online
   ii. ACTION ITEM: Chris prepare presentation of an Ombudsman for Nov meeting
   iii. ACTION ITEM: Communication committee to seek additional clarification on Ethics Hotline
4. New Business---None
5. E-board reports:
   a. Chair
      i. E-board & Committee Chairs met with Jonan on Tuesday to review to review plans for the 2017-2018 year
      ii. Is a non-voting member of University Senate
      iii. Met with Winifred and Jonan on Tuesday
      iv. Loyola 101 coverage for Oct 24th – Jennifer Alvarez-Smith (for Michelle Usher)
   b. Vice-chair
      i. University Diversity Council,
         1. Will be released campus wide (faculty, students & staff) and seeking a 60% response rate
         2. Faculty on search committees currently receive diversity training
            a. Feature goal, expand to staff
   c. Secretary
      i. Nothing to report
   d. Treasurer
      i. Nothing to report
6. Subcommittee reports:
   a. Communication
      i. Newsletter went out last week
      ii. Plan to release Newsletter by 10th of every month
      iii. Looking for USC members to be the “spotlight”
   b. LEEF
      i. Three requests receive to date, two approved and one denied
ii. Reviewing policy and purpose

iii. Next meeting planned for Oct 24th at 2pm, will discuss holiday spirit contents

c. Social Events & Community Building

i. Pizza with President have been scheduled for all three-campus week of March 19th (Tuesday, Thursday & Friday)

ii. Staff & Faculty basketball games has been scheduled, more information coming soon

iii. Gary (from HR) will provide additional information regarding Holiday Party

d. Staff Development

i. Thank you to everyone that attended Loyola 201

ii. Lunch and Learn (always 12 pm to 1 pm)
   1. Oct 27th at WTC about managing stress
   2. Nov. 30th at HSD

iii. LUC & Me information will be released at next USC meeting
   1. Include in the Newsletter
   2. Hope to start making connections in Jan. 2018

e. Staff Recognition

i. Oct Monthly Awards have been contacted

ii. Nov 29th is the Annual Staff Recognition & Excellent Awards
   1. Nominations website & forms are up and running
   2. Deadline for nominations is Nov 3rd.

f. Chris Murphy

i. Looking for staff member to join the leader team for the Inner-Mission Retreat

ii. November is Ignition Heritage Month
   1. Book club – Showdown
   2. Martyr’s Award – Nov 16th at 4pm

iii. Encourage co-workers and other staff members take part in the retreat (Jan 4th & 5th)

7. Adjournment

Next Meeting: November 16th