Staff Council

December 14th, 2017
2:00-4:00 pm

AGENDA

Absent: Jennifer Fernandes, Kieran Murphy, Jamaica Benas

1. Approval of November Minutes
   a. Motion to approve: Jeremiah Martin
   b. Second: Michael Usher
      
      ACTION: Passed

2. Follow-up on action items
   a. Ombudsman
      i. Team report regarding the exploration and creation of a proposal
         1. Nothing new to report at this time
         2. ACTION ITEM: Continue to work on reviewing position
   b. Shuttle Proposal
      i. Updating on proposal (Jeremiah & Joyce)
         1. Spoke with Public transportation
            a. Currently on 9-month contact
               i. Uses 3 months during summer to service buses
               ii. Loyola does not own the buses
                  1. Not used by anyone else
                  2. Not seeking to own
            b. Committee reviewing options for summer which could include
               i. 20 days of operation
ii. Make 4 runs a day
iii. Cost $10,000

2. What does the council believe next steps should be & where should we seek the funding?
   a. Engage SGLC to seek their feedback
   b. Off-set other expense (i.e. paying for parking)
   c. University Policy indicated that job related travel between campus is covered
      i. Seeking clarity from HR
      ii. Seek clarity from finances regarding spending
   d. Northwestern shuttle services during summer month & forming a partnership

ii. ACTION ITEMS:
   1. Jeremiah - How many students would want/need this option? Then would students be willing to pay for it?
   2. Communication Committee – Speak with HR regarding the ability to expense travel funds
   3. Betsi - reach out and suggest a partnership with Northwestern shuttle for summer use

iii. Individual and/or committees will make a recommendation during January meeting

c. Bylaws
   i. Update on progress (Besti & Joyce)
      1. Propose charter provided on 12-14-17
      2. ACTION ITEM: All council members review and provided revisions before next meeting for discussion and possible vote

3. New Business
   a. University Holiday Party
      i. HR is still seeking volunteers
      ii. LEEF
         1. Holiday spirit contest & each member working table
         2. 6 entries

4. Committees Reports
   a. Communication
      i. Andie Roeder Moody is the newest member of this committee
ii. Cookies on a Cart taking place during the spring semester
iii. Clarity with UMC regarding standards & best practices for items sent by USC

b. LEEF
   i. 1 new request which was fulfilled
   ii. Working on Holiday spirit contest
   iii. Looking at brochure
       1. Lower amount that can be requested (currently $3,000)?
       2. Currently using a formula based on LEEF funds & number of request being submitted

c. Social Events & Community Building
   i. Past events
      1. Donuts & Cider at WTC – 20 attended
      2. Ice Cream at LSC – 20 attended
      3. Pre-game social event – 25 attended
   ii. Taking time to reflect and decide what would be best practices moving forward
      1. Communication three weeks in advances
      2. Follow-up with attendees
   iii. Pizza with the President in March
      1. Calendar invites were sent out to all USC members
      2. Please plan on attending at your respective campus
      3. Explore different food options?
         a. Felice’s at LSC
         b. Non-pizza option?

d. Staff Development
   i. Lunch & Learn – at HSD on Dec. 11
      1. Topic: Inter-office, commutation and marketing
      2. 20 attended
   ii. Upcoming Lunch & Learn
      1. LSC in Jan – Stress management and starting the year off right
      2. HSD in Jan - Yoga
   iii. LUC & Me
      1. Working on connecting mentors and mentees
      2. Planning to kick-off in Jan

e. Staff Recognition
i. Annual event went well &
   1. Thank you for all those that attended
   2. Working on reflection for next year
   3. UMC story on 12-14-17

ii. Working on monthly excellent award winners
   1. Seeking nominations
   2. Ordering more mugs?

5. Adjournment

   Next Meeting: January 18th