Staff Assembly

MINUTES

JANUARY 26, 2017

10:00 AM-12:00 PM

HEMMINGSON FIRENZE ROOM 312

MEETING CALLED BY
Rachelle Strawther

TYPE OF MEETING
Monthly Meeting

FACILITATOR
Rachelle Strawther

NOTE TAKER
Samantha Scott

ATTENDEES
Rachelle Strawther, Stephanie Rockwell, Cory Kittrell, Jim Sjothun, Satish Shrestha, Suzie Mize, Angela Ruff, Jim Simon, Dale Goodwin, Carol Huston, Rachel Young, Jennifer Klein, Samantha Scott, guests Shanea Giroux and Toni Boggan

Agenda topics

10:05 AM – 10:25 AM

POLICY REVIEW AND APPROVAL PROCESS PROPOSAL

SHANEA GIROUX AND TONI BOGGAN

DISCUSSION
Shanea gave the group an overview of the proposed policy review and approval process. The proposal group reviewed best practices in higher education (DePaul was an example school) as well as consideration of the common good, inclusion and Ignatian values. Their proposal includes the creation of a University policy website to display new policies at the top of the page, along with policy quick links (the approval form, policy template, workflow and policy creation, revision and policy elimination form. They hope to have the site live during the first half of this year, and the communication plan to the community is in draft right now. Timelines are nearly impossible to impose for the policy approval process. The first year will be crucial to review how the policy approval process works and to see if they can set timelines for the future. This group is looking for advisement from SAEC not necessarily an endorsement. The status of policies in process has not been defined yet. There will be a potential space on the website to check the status. There is a backlog of policy requests but the committee must work through them. The first year will be slow but they will need to communicate that to the university. Current pending policies will not need to go through the new workflow.

CONCLUSIONS
Email John Sklut, Shanea or Toni with any questions.

10:25 AM – 10:35 AM

BY-LAWS LANGUAGE CHANGE

RACHELLE

DISCUSSION
Rachelle presented the following changes to the SAEC by-laws:

1) Option # 5 on the second page of the by-laws under “Duties of the officers shall be as follows”: We should change the language to read “These committees include, but are not limited to” instead of the word “are”. We should also eliminate the “United Way/Cares” committee since that is a university committee and not a Staff Assembly responsibility.

2) We need to add language under the “Eligibility of Executive Council Officers” also on the second page of the by-laws. Option 1: change “staff member who is an employee of” to read “any staff member” and add “and has received the endorsement of their supervisor”.

3) Add a third option under “Terms of Office” to read “All Executive Council Officers, Members and Staff Regents are expected to be employees in good standing”.

4) Update the language for Article IV- Staff Assembly Meetings: We have 4 staff assembly events: Fall Open Meeting, Spring Open Meeting and two presidential open meetings. Four open meetings per academic year two of which may include presidential updates at the
discretion of the President.

CONCLUSIONS
The group accepted the proposed changes to the by-laws, Rachelle will update.

10:37 AM - 10:47 AM
REVIEW DASHBOARD OF SAEC INITIATIVES FOR WEBSITE
ALL COMMITTEE MEMBERS

DISCUSSION
Rachelle provided the group with a table of the SAEC initiatives, the action taken and the updates. A few concerns from the group were that the child care status was not included on the list, the status of the pet policy and to include the link to the policy page that Shaeana presented. Rachelle mentioned that we do need to be sensitive to context and she will confirm with John Sklut on the language for the child care status (not only ours, the faculty have some ownership as well). Angela mentioned that posting the meeting minutes publically on the website eliminated the need for the dashboard in the past. Jennifer questioned if we should wait to post the dashboard until the intranet is accessible. Angela also suggested the modification of the Professional development initiative on the dashboard to say that “We are conveying the needs of the staff in regards to professional development, but we are not the ones to provide the opportunities”.

CONCLUSIONS
Get these initiatives on the website and then discuss the link back to the university policy page.

ACTION ITEMS
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<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Add the dashboard to the website.</td>
<td>Rachelle</td>
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10:48 AM - 11:13 AM
FEBRUARY 2, 2017 OPEN MEETING
ALL COMMITTEE MEMBERS

DISCUSSION
Thayne will present at this open meeting and will mention the strategic plan now that Skip is not involved. We should mention the shift differential pay process and a status update and timeline on the compensation policy. Thayne is willing to discuss at a higher level. Kirk Wood-Gaines volunteered to meet at the next open meeting and be on the hot seat about this initiative.

We should discuss building projects and the various office moves. Rachelle mentioned a status update from the various committees that SAEC endorses (Compensation, budget and athletic committee), allow each group 5 minutes to update the community. Maybe we can also mention all of the committees but not necessarily their updates (i.e. parental leave). We should also challenge the group to improve on our service hour totals for this year. We should ask Jackie Van Allen or Mike Thompson to give the compensation update, for the budget update we should ask Emily Livingston or Cynthia Smutny and have Ryan Forim or Josh Cox provide the athletics update. Chris Purviance will present on the campus climate survey and the EITA, we will post contact information on a screen behind. There will be a drawing for HR for those who participated in the testing of the Concierge service. We will also summarize the Kudos program and have cards available on the tables for more submissions. Rachelle also suggested a game for the crowd to guess the number of service hours we achieved last year and then provide a prize. We will start the program at 9am, breakfast at 8:30am and Thayne will speak starting at 9:40am.

ACTION ITEMS
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<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Order the food, using the same meal as the last meeting</td>
<td>Suzie and Cory</td>
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<td>Invite Brian Steverson and any faculty members</td>
<td>Rachelle</td>
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<td>Print kudos cards</td>
<td>Stephanie and Rachel</td>
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<tr>
<td>Gather prizes and tickets for the raffle, HR giveaway and guessing game</td>
<td>Cory and Suzie</td>
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### 11:13 AM – 11:19 AM  
**COMMITTEE UPDATE - PROFESSIONAL DEVELOPMENT**  
**ANGELA**

**DISCUSSION**  
Angela updated the group on the “Stress Management-Stress Happens” seminar on February 28th. They have secured Tina as the speaker and the session will be from 9:30am-11:00am with hot tea as the refreshment. She also requested flip chart paper and sticky pads for each table along with pens. Cory will connect with Angela to see what supplies we have. Angela is working on the website and offering an RSVP option for the community. The scholarship committee has a rubric that they are developing and there is a meeting in February to discuss more ways to promote the scholarship and the video library.

**CONCLUSIONS**  
There is potential for more focus groups to find what the staff really wants to learn. Angela also mentioned that they may look into Google Analytics to see what the traffic of the video library looks like.

### 11:20 AM – 11:25 AM  
**COMMITTEE UPDATE - STAFF RECOGNITION**  
**RACHEL**

**DISCUSSION**  
The Kudos program had 125 people receive recognition since October. The group will meet soon to brainstorm ideas to keep the program alive and a potential survey to decide on the types of gift cards to offer in the future. We will discuss the next mission awards in March and the timeline for that process. We still have $100.00 left in the budget for the year, so we will discuss how to utilize those funds.

**CONCLUSIONS**  
There is a weekly Morning Mail post that announces the new recipients of Kudos, but there may be an opportunity to forward these Kudos to the supervisors.

### 11:26 PM – 11:27 AM  
**COMMITTEE UPDATE - WARM WELCOME**  
**JIM SIMON**

**DISCUSSION**  
A survey was going out on Friday, January 27th. There is a sign-up for those who are interested and Jim receives the updated lists about once a month.

### 11:27 AM – 11:32 AM  
**COMMITTEE UPDATE - SPIRIT DAY**  
**SUZIE**

**DISCUSSION**  
Riverfront Park is currently under construction, so Suzie suggested moving the location of Spirit Day back to campus for this year. A few potential ideas are to offer carnival rides on the various quads and maybe food trucks as well. Potential dates of the event should be from August 5th-August 10th.

**CONCLUSIONS**  
Suzie would like to advertise the need for volunteers around March or April and to offer the committee a chance to speak at one of the Open Meetings as well.

### 11:33 AM – 11:41 AM  
**COMMITTEE UPDATE - ANNIVERSARY GIFTS**  
**CORY**

**DISCUSSION**  
Cory presented a few options for this year’s anniversary gifts that are within our price point. She recommended the PopSockets for cell phones. They are an adhesive grip/stand that allows someone to hold their phones easier. She also offered a multi tool screwdriver/flashlight and a lunch bag option.

**CONCLUSIONS**  
Cory will get a few samples to show off at the next meeting.

### 11:27 AM – 11:32 AM  
**COMMITTEE UPDATE - SECURITY UPDATE**  
**JIM SJOTHUN**

**DISCUSSION**  
Jim suggested an update to the holiday policy to read “Holiday pay equals one day of the employee’s regularly scheduled shift on that day”. Right now it reads “one-fifth of an employee’s regular work week”, which is where the problem arises for those staff members that work four 10 hour shifts, but that really only applies to the 20-member security team.
A mission statement has been sent to Thayne and he sent the statement back for revisions. The committee have established peer institutions to start basing the compensation model after. HR has a designated representative to review all of the job descriptions. Jim asked if Kirk can provide the list of peer institutions as well to see how they address the four 10 hour shifts and their approach to holiday pay. Thayne specified that the term “Financial Health” needs to be broadened for the university. Rachelle mentioned that she will reach out to Kirk to make sure these meeting are actually happening, because right now they have been cancelled for the past few months. The purpose of this committee is to draft the philosophy statement and decide on the peer institutions.

The policy document will elaborate on the process, and they know that the faculty population is the first priority but the staff will be the next step in developing a policy.