

Staff Employee Advocacy Council

Regular Council Meeting: December 8, 2021

Agenda

Attendance: See “2021–2022 Attendance” spreadsheet

Excused: Michael Beaver

- A. Welcome/Call to Order
- B. Approval of Minutes from November, 2021 **APPROVED**
- C. **Guest Speaker: Provost Johnson- MOVED TO JANUARY**
- D. Executive Committee Report
 - a. Budget: Starting budget: \$5,833.97
 - i. Staff Appreciation Events: Santa, treats, ice skating: \$1,001.10
 - ii. Professional Development: Lunch/learn: \$250.00 *allocated
 - 1. Remaining Budget: \$4,582.87
 - b. Thank you to everyone who supported the Tree Lighting!
- E. Administrative Meeting Report
 - a. Strategic planning update - currently in Theme Team stage
 - b. Hiring processes - checklist for new hires?
 - c. Recognition of EOM at Town Hall/VU update meetings - sharing names of those awarded with Rebekah & President Padilla prior to the update meeting
 - d. CFO update - two candidates meeting with board for last interviews; likely to start by January
 - e. Investment Oversight new member approval process - don't meet every month so there might be delays in approving a new member
 - f. Shared leave policy - shared with approvers in unofficial capacity - final draft coming soon!
 - g. Remote work - If your supervisor agrees that the whole department will work from home, it's approved - doesn't need to go through HR
 - h. Dogs - can fill out [e-form](#) to take your dog to work with you but it has to be approved without ANY objections
 - i. **Campus alcohol policy on General Counsel website / renovating cafe as a bar**
- F. External Committee Reports
 - a. Campus Community Policy Committee (CCPC) — [Brandi Kneifel](#)

- i. Discussed if CCPC should continue; need to clarify duties of committee; perhaps have UC take care of those duties; discussion was tabled due to structure confusion; talked about university academic calendars through 2026; no recommendations to change calendars

b. University Council — [Jessica Wilson](#)

- i. Won't meet until January 2022

c. Investment Oversight — [Justin Hunt](#)

- i. They did not meet in November. I was told I should be vetted and verified at the December meeting.

G. Chief of Staff — Rebekah Arevalo

H. Internal Subcommittee Reports

a. Representation — [David Hansen](#)

- i. No Meeting

b. Staff Appreciation Events — [Carrie Palkovich](#) met 12/1/21

- i. Ice Skating - Jan. 23rd 6-10 pm

ii. Basketball game event in February?

1. Working with Athletics to confirm
2. Staff event/game at half time
3. SEAC cup giveaway

iii. Game Night- Spring Break - bags and bingo and trivia

iv. Movie Night - Central Park in June

1. Working with Brian and IMC for sponsorship

v. May - possible staff appreciation SEAC breakfast in Founders

c. Staff Development — [Chloe Kiser](#)

- i. Department lunch & learn event is set for December 14th, 2021 from 11 AM - 1 PM in the Hearth Room of the Union; [sign-up](#) until December 7th - only 50 lunch vouchers available - 6 presentations

ii. Planning a spring semester department info event

iii. Planning a spring semester HR/payroll info session

iv. Distributing a [book club survey](#) via Campus Chronicle

v. No additional mini-grants to review at this time

d. Staff Recognition — [Jennifer Easthope](#)

- i. We met Thursday, December 2, 2021

ii. November 2021 Employee of the Month: (drumroll)

1. Presentation will be Thursday, December 9th at 10:00am
 - a. Location: Foyer of ARC

iii. Trifold update

1. We were provided three logo options for our trifold

- a. Our committee voted on [THIS](#)
 - 2. We will be putting together a draft to share with IMC for approval
 - a. Once approved we will send to DesignWorks to be printed
 - 3. Goal: Mail Center distributes the week of Jan. 10th
- e. New Employee — [Ryan Cole](#)
 - i. Moving forward with Welcome Bags for new employees
 - 1. We will use the green bags that we already
 - 2. Looking into different items to put in bags to highlight campus and local community.
 - a. Athletics and Theatre Schedules
 - b. Valparaiso Community Map
 - c. Welcome Discount Items?
 - d. Pens
 - e. SEAC masks
 - f. Trifolds
 - g. If you have ideas let us know.
 - ii. New Employee Email
 - 1. We received our next list of new employees and will be sending out welcome emails soon.
 - 2. We will let them know about upcoming staff events
- f. VAST — [Brandi Kneifel](#)
 - i. Met with Scott, Deondra, and Rebecca and were informed that this is something that needs to be driven by HR. There are no steps they are interested in us being involved in other than supporting them in their efforts.
 - 1. Have been talking about this since 2014-2015 and now feel that they have the upper management's support in their endeavors.
 - 2. Making steps toward this as they hope to overhaul the University's jobs and job descriptions as a whole.
 - 3. First steps were the employee reviews/goals.
 - a. Did everyone meet with their supervisor after submitting this?
- g. Compassionate Leave— [Jessica Wilson](#)
 - i. Listed in Admin Report
- h. Faculty/Staff/Student Relations — [Chloe Kiser](#)/Justin Hunt
 - i. Faculty/staff monthly lunches are on hold

- ii. Faculty/staff informal mixer is taking place on February 24th, 2022 from 3:30-4:30 PM in Ballroom A of the Union - finger foods & beverages will be served/asking attendees to bring a dip to share (and a recipe if they please!) - will send out a flyer/already sent out a calendar invite to save the date
- I. Old Business
- J. New Business
- K. Announcements
 - a. Beacon pennants are available in IMC
 - b. Our next meeting will take place January 12, 2022
 - i. 2:30 to 4:30 in the Harre Union **Alumni** Room
- L. Adjournment