

Staff Employee Advocacy Council

Regular Council Meeting: February 9, 2022

Agenda

Attendance: See “2021–2022 Attendance” spreadsheet

Excused:

- A. Welcome/Call to Order
 - a. Jessica calls to order @ 2:32PM
- B. Guest Speaker: Angela Vidal-Rodriguez
 - a. Works to support underrepresented students
 - b. Already doing it, but working to keep the momentum going
 - c. Voice to work with strategic plan so that Action Agenda gets incorporated in strategic plan
 - d. DEI Training- bringing speakers to campus
 - i. April 1 and 8- consultants being brought in.
 - ii. SEAC is invited.
 - e. CIVC is being brought back!
 - i. SEAC will help promote
 - f. How can we be advocates for all students, especially our underrepresented students? Keep that question in mind as you interact with students.
 - g. When you are designing processes, make sure you are considering all students and taking down barriers.
 - h. Bias Incident Report falls under DEI and Student Life
 - i. Make sure to share with colleagues and students that the process exists!
- C. Approval of Minutes from January, 2022
 - a. Motion: Mike
 - b. Second:Chloe
- D. Executive Committee Report
 - a. Budget ([Justin Hunt](#)):
 - i. Starting Budget: \$4,482.04
 - ii. Staff Appreciation - Signage: \$30.00
 - iii. Staff Appreciation - Cups for game: \$213.05

- iv. Staff Development - Mini Grant: \$250.00
 - v. Remaining Budget: \$3,988.99
 - vi. Subcommittee chairs, double check your spending.
- b. Google Shared Drive
 - i. Watch for invite to the shared drive!
- E. Administrative Meeting Report
 - a. Meetings have been scheduled.
 - b. PC Notes: Personal Pronouns, MFA
- F. External Committee Reports
 - a. Campus Community Policy Committee (CCPC) —
 - i. We did not meet due to the weather. **Status of CCPC under review per UC meeting discussion. [Brandi Kneifel](#)
 - b. University Council — [Jessica Wilson](#)
 - i. Having conversations as to identity
 - ii. Lots of conversations; nothing resolved yet
 - c. Investment Oversight — [Justin Hunt](#)
 - i. Have not met yet in February
 - d. Strategic Planning — we'll meet as a large group on February 22nd to discuss each subgroup's initiatives
 - i. Unparalleled Experience
 - 1. Meeting in our sub-groups to create specific initiatives for four items (Prepared to Lead, An Outcome & Retention Focus, Enhancing Belonging & Inclusion, & Collaborative High-Impact Practices) to bring back to the large group
 - ii. Uncommon Relationships
 - 1. Meeting every Thursday afternoon to hone in on big ideas
 - iii. Unmistakable Value
 - 1. Meeting weekly to go through data that was submitted
- G. Chief of Staff — Rebekah Arevalo
 - a. CCPC- group to tell Pres. Padilla more about the historical perspective.
 - b. Feb 22; 8:30-10:30am: Campus Town Hall
 - i. Exchange of dialogue
 - ii. Zoom meeting, not webinar
 - iii. All of PC will be there
 - iv. Will not be recorded
 - v. President's site on Intranet has schedule!
 - vi. Make sure to visit: <https://intra.valpo.edu/president/>
- H. Internal Subcommittee Reports

- a. Representation — [David Hansen](#) No Meeting in January. Plan on meeting this month.
- b. Staff Appreciation Events — [Carrie Palkovich](#)
 - i. Met virtually on Feb. 2nd
 - ii. Discussed ice skating event
 - 1. What could we do in the future to boost attendance
 - 2. We ordered a “SEAC event” sign to be used at future events
 - iii. Feb 23rd- SEAC cup giveaway for Men’s Bball game
 - 1. Working on media time out write-up
 - 2. Cups have arrived for giveaway
 - 3. SEAC logo on video board at game
 - iv. Movie Night will be June 7th at Central Park Plaza
 - v. Next meeting agenda items:
 - 1. Spring Break game night
 - 2. SEAC breakfast - end of April?
- c. Staff Development — Chloe
 - i. Approved a mini-grant for Sage Messenger to attend the American College Personnel Association's (ACPA) national conference where she will be able to learn about best practices in Student Affairs, learn from others in the field, and network
 - ii. Payroll/Financial Aid/HR/Admissions Info Session with a goal to inform staff members of the benefits that the university offers them such as tuition remission/exchange. We'd like the conversation to touch on both the process and policy and also the taxation aspect of the benefit. Additionally, we'd appreciate hearing some tips from Admissions for the parents of high-school aged students looking to prepare for college. - (April 6 at 10 AM)
 - iii. Starting Professionals Book Club soon with the book, Good to Great, written by Jim Collins - will meet in-person quarterly and have virtual check-ins every three weeks
- d. Staff Recognition — [Jennifer Easthope](#)
 - i. We met (virtually, snow day) Thursday, February 3, 2022
 - ii. January 2022 Employee of the Month: Paul Lapsansky from IT... (TBA at meeting)
 - 1. Presentation will be: Mon 2/14 @ 3:20pm. Meet in KRE lobby at 3:10pm and we can walk down.
 - iii. Trifold update
 - 1. Sent final copy to DesignWorks
 - a. Estimated to be printed and ready by early next week

- b. Mail Center will have them distributed by the end of next week or early the following week
 - e. New Employee — [Ryan Cole](#)
 - i. Monthly New Employee Report 7th of each month
 - ii. Finding a time to prep welcome bags
 - iii. Discuss [mentorship program survey](#)
 - f. Faculty/Staff/Student Relations- [Chloe Kiser/Justin Hunt](#)
 - i. Faculty Senate/SEAC mixer - Thursday, February 24th 3:30-4:30 PM - should have received a flyer in email that has the event details. Catering order has been placed, we will have some small appetizers, mini meat/veggie sandwiches, cookies/brownies, drinks. Please make every effort to at least make an appearance, have a little nosh, and meet some Faculty Senate members. The Provost office has offered nearly 50% of the catering cost, on behalf of Faculty Senate.
- I. Old Business
- J. New Business
 - a. Feb 22 will be Brandi's last day! Thank you for your service Brandi!
- K. Announcements
 - a. Our next meeting will take place March 9, 2022
 - i. 2:30 to 4:30 in the Harre Union **Brown & Gold** Room
 - ii. Permanent Link is in calendar invite
 - b. Don't miss World Banquet! (2/19, tickets on sale at welcome desk!)
 - c. Feb 27- Black History Month Dinner (\$20 for faculty/staff) Tickets at welcome desk
 - i. Also a giving circle event
- L. Adjournment
 - a. Motion: Peggy
 - b. Second: Doreen