

# Staff Employee Advocacy Council

Regular Council Meeting: September 14, 2022

## Agenda

Attendance: See “2022–2023 Attendance” spreadsheet

Excused: Jonathan Plant, Mike Jacob, Jennifer Zatarski, Jessica Wilson, Carrie Palkovich

- A. Welcome/Call to Order
- B. Chief of Staff — Rebekah Arevalo
  - a. Campus Town Hall - this Friday
  - b. Community Town Hall - next Tuesday
  - c. Campus update is on Intranet
  - d. Campus events on President’s webpage
  - e. Homecoming - starts September 23rd
- C. **Speaker Mark Volpatti at 2:30 PM**
  - a. Welcome Mark!
  - b. Discussed university restructuring
  - c. How can we be more efficient?
  - d. How dept of finance can help SEAC:
    - i. Strategic plan initiative for “Caring for Faculty & Staff”
    - ii. Support SEAC events & professional development
    - iii. Fringe benefits “total rewards” committee member staff rep
    - iv. Focus groups to provide feedback
  - e. Plans for HR to go back to in-person orientation?
- D. Approval of Minutes from [August 10, 2022](#)
  - a. Moved: David H
  - b. Second: Doreen O-F
  - c. Passed
- E. Executive Committee Report
  - a. Starting Budget: \$7,450.00
    - i. July Retreat: -\$222.99
    - ii. No August transactions
    - iii. Remaining Budget: \$7,227.01
- F. Administrative Meeting Report
  - a. Met 9/12/22

- i. We discussed creating a template letter for the President's Office to sign, encouraging supervisors annually to support SEAC membership.
- ii. We talked about the cost of Parkhurst and if there is a solution to support their services for staff but at a discounted rate.
- iii. We asked about the \$1M university restructuring that's mentioned in the strategic plan.
- iv. Lastly, we talked about opportunities for staff and operations improvement. A suggestion from the President's Office was to encourage employees that are leaving the University for a good/bad reason to provide feedback on their experience working at the University.

#### G. External Committee Reports

- a. Campus Community Policy Committee (CCPC)
  - i. No meeting
- b. University Council —
  - i. Met 8/31 - Organization, short meeting
  - ii. New Faculty Chair- Prof. Patrick Sullivan
  - iii. Vice Chair- Brett Calland
  - iv. Allison Schuette & Justin were nominated to exec positions.
- c. Investment Oversight — Justin Hunt
  - i. Met on Wed, August 24th
  - ii. We covered the general Fiduciary Investment review for Q2 of 2022. Also covering some of the recent retirement bills and revisions that are currently in Congress, and what could come out of those bills.
  - iii. Reviewed recent campaigns and workshops. Personal Finance 101 and 102 will be virtual workshops held on Oct 5th and 6th. HR will be sending out information.
  - iv. Talked about the TIAA plan participation. TIAA will target non-participants and less than the match cap for communications. 42 participants are saving 0% on campus. TIAA are curious if participants have chosen to opt out or if they have never signed up.
  - v. Committee agreed to now meet 6 weeks after each calendar quarter, so that all information discussed is finalized with the specific quarter.
  - vi. Discussed Public Student Loan Forgiveness. Just being an employee at VU, means you could be eligible for this. HR has sent out two emails with this information, and how you can learn more or

apply. You must apply before October 31st. In addition, HR has emailed out information about SAVI, a social impact tech company, that can be of assistance and help you take advantage of programs like the PSLF. If you've missed these emails, I can forward them to you, or reach out to HR with any questions.

#### H. Internal Subcommittee Reports

- a. Communications — Michael Beaver
  - i. Please submit articles for the newsletter!
- b. New Employee Welcome — Justin Hunt
  - i. Met on 9/1/22
  - ii. 17 new staff employees started on campus in June/July
  - iii. We decided to work in tag teams of 2, emailing and welcoming the new employees. Times were set to drop off the welcome bag, and if no response, a welcome bag was delivered to their office or left with the general Admin.
  - iv. With the start of the semester, and everyone's busy schedule, a Morning Prayer/Campus Tour/Coffee Break was not successfully executed. We talked about having a set date for the end of each month, and getting a Google Invite out, hopefully two weeks before.
  - v. We will be working with Kelly Anthony, Director of Government/Community Relations, to include giveaways or promotional items from the community, into our welcome bags.
  - vi. Once appreciation events/professional development opportunities are planned, we will be sending out separate personalized emails to encourage attendance.
- c. Representation — David Hansen
  - i. No Meeting
- d. Staff Appreciation Events — Jessica Wilson
  - i. We met and discussed a number of events and have developed a tentative schedule, assigning a lead role to volunteering members of the committee to run point on.
    1. October 28, 2022 - Doreen. Pumpkin decorating at Halloween movie night
    2. November- Jennifer E.. Holiday Vendor Market
    3. December- Carrie. Santa at Tree Lighting
    4. January- Jess. Breakfast Break
    5. February- Sue. Wine and Canvas Night
    6. March- Jess. Murder Mystery Dinner

7. April- Lezlie. Easter Egg Hunt
8. May- Emily/Rhonda- Get Your Garden Growing
9. June- Donelle. Progressive Dinner/Happy Hour

e. Staff Development — Jennifer Zatarski

- i. Met 8/31/22
- ii. Prioritized ideas for events and brainstormed marketing ideas for mini-grants
- iii. Finalized plans for LinkedIn Learning Group Class (“How to Use LinkedIn Learning”) scheduled for Friday, October 2 from 2 p.m.-3 p.m. in CCLR 261A
- iv. Awarded a mini-grant in the amount of \$200

f. Staff Recognition — Jennifer Easthope

- i. Met Friday, September 2
  1. Will be meeting the first Friday of each month
- ii. August 2022 Employee of the Month: \*Christina Hearne\*
  1. Presentation will be: Tuesday, September 27, 3:00pm
    - a. Calendar invite and more details to follow
- iii. Submitted our budget
  1. Replenish bookstore account
  2. Advertising
  3. New plaque

I. Old Business

J. New Business

- a. Fringe Benefits Committee volunteer?
  - i. HR Reached out to Justin & Chloe
  - ii. Advisory committee to Benefits planning group
  - iii. Share ideas, concerns, and questions to proposed changes
  - iv. Meets 3 times a year
  - v. Permanent position as long as you remain on SEAC
  - vi. David Hansen will be our rep.
- b. The 2023 MLK Day Celebration Committee is looking for volunteers to participate in organizing. If interested: [2023 MLK Day Celebration Committee](#)
- c. Any volunteers interested in hosting a SEAC booth at the Trick or Treat event on October 27th?
  - i. Can register up until Oct. 14. Let Chloe know if you’re interested!
- d. Julie Whitaker will speak to us at next meeting
- e. Committee reminder - Google Invites
  - i. **Please respond to the Google Invites** :) It helps with planning.

K. Announcements

a. Department announcements?

- i. Homecoming 2022 is next week! Please be welcoming to alumni & friends on campus!
- ii. Generosity awards email coming out tomorrow
- iii. St. Baldricks is looking for shavees
- iv. Alumni Engagement & Career Center have merged.

L. Adjournment

- a. Motion: Doreen Olguin-Flores
- b. Second: Dina Mueller
- c. Passes-