

Staff Employee Advocacy Council

Regular Council Meeting: April 10, 2024

Agenda

Attendance: See "2023–2024 Attendance" spreadsheet

Excused: Mia Gurgevich, Lindsey Mooneyhan, Brett Calland, Jessica Fitman, Dorothy Warner

- A. Call to Order - Chloe Kiser at 2:32 PM
- B. Approval of Minutes from [March Meeting Minutes](#)
 - a. Mike Jacob makes a motion to approve
 - b. Natalie Muskin-Press seconds motion
 - c. All in favor - Approved?
 - i. Approved!
- C. Executive Committee Report
 - a. Starting Budget: \$4,281.46
 - i. Expenses since last meeting:
 - 1. March Madness \$235.11
 - 2. Employee of the Month \$24.56
 - b. Remaining Budget: \$4,021.79
- D. Administrative Meeting Report
 - a. Meeting with President Padilla and Rebekah on 4/8/24
- E. Chief of Staff - Rebekah Arevalo
 - a. Special SEAC meeting on 4/17/24 – **POLL COUNCIL**
 - i. **11-12 - 14 votes**
 - ii. **12-1 - 12 votes**
 - iii. **2-3 - 17 votes**
- F. **GUEST SPEAKER: DEI/OMP at 2:30-3:20 PM**
 - a. Angela Vidal-Rodriguez is presenting
 - b. OMP Staff & Responsibilities
 - i. Angela - Action Agenda and Implementation of Serve 6 Strategic Planning Initiative, DEI, recruitment, retention, and success of all of our students, faculty, and staff, DEI training, Chair of Bias Incident Committee, MLK Committee, Co-Chair VALE & CVIC
 - ii. Sonia - OMP students organization advisor, OMP programming, Loke Hall management, supervise OMP student staff, OMP

- newsletter & social media, leads hardship fund committee, care & concern committee, bias incident committee, CVIC committee
- iii. Tressa - Title IX Coordinator, Smart Connections, DEI trainings, scholarships, Chair Title IX Committee, Co-Chair Bias Incident Committee
- c. Marginalized students statistics
 - i. 643 undergraduate students of color (25% of all Valpo students)
 - ii. 617 low-income
 - iii. About 400 students are both low-income and first-generation
 - iv. 278 first-generation students
- d. OMP student organizations includes 26 e-board members and 135 general members
- e. Loke Hall: conference room, multipurpose room, kitchen, safe/brave space (computers, printer & supplies, study spaces, meditation/prayer room, tele counseling room, tutoring center satellite)
- f. Dispersed \$6,743 from hardship fund to students in 2023
- g. Questions: How many SPAs are trained? How are these people included in the search committee?
- h. Other important initiatives
 - i. Citi Colleges of Chicago Articulation Agreement
 - ii. Title III and V Waiver
 - iii. Writing grants to bring resources for marginalized groups
 - iv. Supporting the HSI initiative
 - v. Working with Excellencia in Education
 - vi. Serve 6: Welcoming and Belonging

G. GUEST SPEAKER: Kristen Knoerzer and Nicki Kollar for University Brand Refresh at 3:30 PM

- a. Marketing will take care of updating websites to new branding
- H. External Committee Reports
 - a. University Council — Chloe Kiser
 - i. Next meeting is scheduled for April 24th, 2024
 - b. Investment Oversight — Justin Hunt
 - i. The next quarterly review meeting will take place in June.
 - c. Fringe Benefits — Natalie Muskin-Press
 - i. Nothing at this time
- I. Internal Subcommittee Reports
 - a. By-Laws — Justin Hunt / Sue Kukurugya

- i. Everyone should've received an email last week, with documents showing all of our proposed changes to the bylaws, and a final draft.
 - ii. Discussion/vote.
- b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by Monday, April 29th. The newsletter will go out on Wednesday, May 1st.
- c. New Employee Welcome — Chloe Kiser
 - i. Our subcommittee delivered about 40 bags to new-ish staff members
 - ii. New staff assignments need to be sent to subcommittee members for April 2024
 - iii. Invited new staff to staff happy hour on 4/10/24
- d. Representation — Jennifer Zatarski
 - i. Scheduled to meet Tuesday, April 16 to review nominations
 - ii. Next step is to send nominees notifications and link to acceptance form
- e. Staff Appreciation Events — Emily Breytung / Julie Vick
 - i. March Madness Bracket Challenge Winner - Jennifer Zatarski 🎉
 - ii. April Event: Pop-up adult book fair w/The Social Reader
 - 1. April 19 from 4:30-6pm in the Welcome Center
 - 2. Light snacks and beer/wine provided
 - iii. May Food Truck Lunch
 - 1. May 16 from 11-2 PM
 - 2. Every Staff member will receive 2 \$2 coupons to use at any vendor
- f. Staff Development — Jennifer Zatarski / Michelle Soller
 - i. Upcoming events
 - 1. Networking Happy Hour is today
 - 2. Chat GPT Training with IT
 - a. April 18th 12 p.m. - 1 p.m. Hearth Room
 - b. Attendance is capped at 25
 - 3. Reflection workshop/training with ILAS (late Spring)
 - ii. Working with COB to help promote discounted Microsoft training and certification - launch expected Fall 2024
- g. Staff Recognition — Carolyn Simpson
 - i. March 2024 Employee of the Month: Brett Vester!
 - ii. Presentation

1. When:
 2. Where:
 - iii. Additional staff member recognition:
 1. Provost Eric Johnson
 - a. A Thank You card from us encouraging and recognizing him as he continues to mediate the Discontinuance process
 - iv. Employee of the Month Nomination Form
 1. Revamped and now available online!
- J. Old Business
 - a. Upcoming guest speakers
 - i. May: Enrollment Management
 - ii. June: Bharath from Faculty Senate
- K. New Business
 - a. DISCUSS AS GROUP
 - i. Topic of the day: How can we rebrand SEAC to the Staff Council? What will make our council more visible to the Valpo community?
 1. Ad-hoc subcommittee
 2. Sponsorships of activities, clubs, etc
 3. New swag
 4. Staff Council meet & greet
 5. Town Hall type meetups with departments, students, faculty
 6. Traveling suggestion box (bring to Town Hall) - have an online option too
 7. Add a feedback form to newsletter
 8. Representation on Town & Gown
- L. Announcements
 - a. Department announcements?
 - i. Valpo employee discount page: [will insert link]
- M. Adjournment
 - a. Motion: Sue Kukurugya
 - b. Second: Mike Jacob
 - c. All in favor - Yes!
 - i. Adjournment: 4:17 p.m.