

Staff Employee Advocacy Council

Regular Council Meeting: February 14, 2024

Agenda

Attendance: See “2023–2024 Attendance” spreadsheet

Excused: Mike Jacob, Michael Fenton

- A. Call to Order - Chloe Kiser at 2:30 PM
- B. Approval of Minutes from [January Meeting Minutes](#)
 - a. Lindsey M makes a motion to approve
 - b. Natalie MP seconds motion
 - c. All in favor - Approved
- C. Executive Committee Report
 - a. Starting Budget: \$5,131.44
 - i. Expenses since last meeting: \$73.96 Catering (Santa/Tree Lighting), \$100.97 Catering (Managing Stress Lunch N Learn), \$600.00 Sip & Paint vendor
 - b. Remaining Budget: \$4,356.51
- D. Administrative Meeting Report
 - a. Meeting with President Padilla and Rebekah on 2/12/24
 - i. Meeting was canceled
- E. Chief of Staff - Rebekah Arevalo
 - a. No report
- F. External Committee Reports
 - a. University Council — Carolyn Simpson
 - i. Next meeting is February 28
 - ii. No report for University Council
 - b. Investment Oversight — Justin Hunt
 - i. Our next meeting will occur on February 15th
 - c. Fringe Benefits — Natalie Muskin-Press
 - i. Meeting February 28th
- G. Internal Subcommittee Reports
 - a. By-Laws — Justin Hunt / Sue Kukurugya
 - i. We have finished the initial review of all the Articles in the by-laws. We’ve made note of all changes. This month we will start writing up

formal changes to the by-laws, and prepare to send them out to the council for review, before discussing them at the general meeting.

- ii. Meeting with Darron Farha tomorrow to review one of our initial resolutions, before presenting to the council.
- b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by **Wednesday, February 28th**. The newsletter will go out on Friday, March 1st.
- c. New Employee Welcome — Chloe Kiser
 - i. Emailed new staff in January
 - ii. Welcome bags are ready for pick up (either directly after this meeting or Friday)
 - iii. Inviting staff to Founders to meet with our subcommittee
- d. Representation — Jennifer Zatarski
 - i. Beginning to plan for this year's annual election
 - ii. Finalizing timeline
- e. Staff Appreciation Events — Emily Breytung / Julie Vick
 - i. March event: March Madness bracket challenge and happy hour at BB's Cafe for first round games.
 - 1. March 21 from 4-6 PM
 - ii. May Food Truck Lunch
 - 1. May 16 from 11-2 PM
- f. Staff Development — Jennifer Zatarski / Michelle Soller
 - i. Finalized mini-grant application and web page edits. Working on next steps of updating website and creating a marketing plan
 - ii. Discussed partnering with university departments for training
 - 1. ILAS: Reflection and/or personality assessment - meeting 2/26
 - 2. Will reach out to IT for options
 - iii. Researched lower cost alternatives to LinkedIn Learning for inclusion in the next SEAC newsletter
 - iv. Happy Hour: 4/10/24 4:30 p.m. - 6:00 p.m. Bell & Beacon
 - v. Book Club
 - 1. Just met to discuss "The Villa" by Rachel Hawkins
 - 2. Next selection is "This Impossible Brightness" by Jessica Bryant Klagmann
- g. Staff Recognition — Carolyn Simpson
 - i. January 2024 Employee of the Month: Patty Jarosz
 - ii. Where: February 23 in GEM 137. Meet at 10:05.

- iii. Since we are no longer permitted to award vouchers/certificates, team members decided to award an office plant with a one-of-a-kind Employee of the Tag designed by Jessica Cavaiani!

H. Old Business

- a. Upcoming guest speakers
 - i. March: VALE
 - ii. April: DEI/OMP
 - iii. May: Enrollment Management

I. New Business

a. DISCUSS AS GROUP

- i. Topic of the day (part 1): How to work with a staff member that does not ask questions when they are struggling with understanding things
 - 1. Think about relationship - supervisor/subordinate relationship vs. staff member/colleague
 - 2. Staff member could reach out to supervisor to encourage mentor/mentee relationships
 - 3. Frequent check-ins, asking what tasks they're working on and what is going right/wrong
 - 4. Written document about performance before performance improvement plan created with Deondra
 - 5. Collaboration document to explain procedures/protocols/manuals
 - 6. Timeline document (project management calendar) that was shared amongst the department
 - 7. Staff member writes out pain points before meeting with supervisor
 - 8. Make sure the staff member understands the role (ask are they qualified?) and tasks clearly
 - 9. Provide staff with information sheets/directions on how to complete tasks
 - 10. Create a culture/environment that allows staff to ask questions safely (modeling the behavior)
- ii. Topic of the day (part 2): How to deal with a supervisor that gives work to you that you've never done before but doesn't want to explain how to do the task
 - 1. Does the supervisor know how to do the task? If so, are they just not telling you how to do it/don't know how to do it?
 - 2. Try the task, ask supervisor for feedback

3. Ask for supervisor check-ins as you're going through the task
 4. Ask supervisor for deadlines/communication regarding task progress
 5. Admit you don't know how to do the task and ask for guidance
 6. Ask who you should collaborate with on the project
- iii. University operational sustainability town hall debrief
 1. General uncertainty is obvious
 2. Be an example for students
 3. Be cautious about talking about what other departments need (in terms of staff and budget)

J. Announcements

- a. Department announcements?
 - i. The 44th Annual World Banquet presented by OIP is Saturday, February 24th at 6pm in the Union Ballrooms. This year's theme is Folklore. You can buy tickets online: [World Banquet tickets](#), or at the Union Welcome Desk. Tickets for staff are \$10.
 - ii. March 19th - Union Hearth Room - Human Resources- 11a presentation, lunch 11:30a-1p
 - iii. 90 faculty/staff have signed up for the Fitness Center. If you sign up, make sure to sign the waiver online.
 - iv. Submit EOTM nominations!

K. Adjournment

- a. Motion: Julie V
- b. Second: Daniel H
- c. All in favor - yes
- d. Adjournment: 3:40 PM