

Staff Employee Advocacy Council

Regular Council Meeting: March 13, 2024

Agenda

Attendance: See "2023–2024 Attendance" spreadsheet

Excused: Mia Gurgevich, Marilyn Simpson, Natalie Muskin-Press, Taylor Smith, Debbie Lowenthal, Sidney Rinker, Jenna Gamble, Sue Kukurugya

- A. Call to Order - Chloe Kiser at 2:31 PM
- B. Approval of Minutes from [February Meeting Minutes](#)
 - a. Janneal G makes a motion to approve
 - b. Lindsey M seconds motion
 - c. All in favor - Approved?
 - i. We approved
- C. Executive Committee Report
 - a. Starting Budget: \$4,356.51
 - i. Expenses since last meeting:
 - 1. Sip & Paint refreshments \$129.38
 - 2. Mini-grant \$250.00
 - 3. Employee of the Month award \$18.18
 - 4. Refund from Follett (\$322.51)
 - 5. Net expenses \$75.05
 - b. Remaining Budget: \$4,281.46
- D. Administrative Meeting Report
 - a. Meeting with President Padilla and Cassie on 3/11/24
 - i. MLK Day - federal holiday
 - 1. Admissions tours that day
 - 2. Volunteers for the event
 - ii. Academic program discontinuance - Fall 2024 admits will start their programs; reminder that the programs are not going to be discontinued necessarily, just proposed
- E. Chief of Staff - Rebekah Arevalo
 - a. AVP of Advancement has been hired
- F. GUEST SPEAKER: VALE at 2:45 PM**
 - a. Rebekah Arevalo is presenting
 - b. Continuation of HSI Roadshow

- c. Called to serve this population (serving Hispanic and other diverse students)
 - d. Called to change by serving our neighbors (part of our Lutheran identity)
 - e. 572 HSIs / 400 Emerging HSIs (Valpo isn't an emerging HSI yet, about 12%)
 - f. Intentional in serving Latinos: Address institutional elements to close the equity gaps between our student populations
 - g. Large source of federal resources comes with becoming an HSI
 - h. VALE pillars: Outreach, Culture, Service, and Yield
 - i. Family engagement: Dia de la Familia (September 2024)
 - j. What can staff do?
 - i. Foster student accessibility to financial aid resources (walk student to Financial Aid Office)
 - ii. Personally guide new students to resources
 - iii. Utilize advising tools effectively (Starfish!)
 - iv. Increase awareness
 - v. Participate in the "Action Agenda"
 - vi. Challenge academic units/departments to implement one new initiative to support VALE's mission
 - k. Send questions/comments to vale@valpo.edu
 - l. Email: preguntas@valpo.edu // phone: 464-5111
- G. External Committee Reports
- a. University Council — Chloe Kiser
 - i. February 28 meeting
 - ii. Student Senate - getting ready for budget changes and elections
 - iii. Faculty Senate - Academic department chairs will meet with dean of college (for A&S) on Friday, March 1; faculty that will be affected will get email later in morning; email will be sent out to campus about discontinued programs will be sent in afternoon
 - iv. Angela Vidal-Rodriguez - Overview of bias incident report/microaggressions vs. bias that needs to be reported legally/suggestion from Faculty Senate about changing name to Inclusive Committee
 - b. Investment Oversight — Justin Hunt
 - i. We met on February 15th for quarterly review
 - ii. Chair of committee was not available, so meeting was brief
 - iii. TIAA rep was in attendance, gave overviews of retirement funds, how many employees are taking advantage. Targeted marketing to those who are not maximizing.

- iv. TIAA 2023 Plan Review
- v. TIAA webinars. Who is taking advantage, what do you want to see, etc
- c. Fringe Benefits — Natalie Muskin-Press
 - i. Met February 28th.
 - ii. Overview of benefit usage
 - iii. Underutilization of some areas: EAP and Edison in particular may be areas to educate staff about
- H. Internal Subcommittee Reports
 - a. By-Laws — Justin Hunt / Sue Kukurugya
 - i. Discussion/possible vote on resolution that was sent to general council
 - 1. Approved to Staff Council (SC)
 - ii. Committee is finalizing remaining bylaws edits, and will be able to send out for review to general council at least 10 days before our April general council meeting
 - b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by **Friday, March 29th**. The newsletter will go out on Monday, April 1st.
 - c. New Employee Welcome — Chloe Kiser
 - i. New staff assignments need to be sent to subcommittee members
 - ii. Welcome bags need to be packed for the rest of the new staff (meeting set 3/19 at 9 AM)
 - iii. Inviting staff to Founders to meet with our subcommittee at the end of the month
 - d. Representation — Jennifer Zatarski
 - i. Finalized timeline of election process
 - ii. E-mail reminders of current member terms will be sent the week of March 18
 - iii. The nomination email will be sent to campus on April 1
 - 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. Upcoming events

1. Networking Happy Hour, April 10th 4:30 p.m. - 6:00 p.m.
 2. Chat GPT Training with IT (April)
 3. Reflection workshop/training with ILAS (late Spring)
 - ii. Mini-grants
 1. Revised form and web page are now live
 2. Approved one application (brings our total to 3 for this year)
 - g. Staff Recognition — Carolyn Simpson
 - i. February 2024 Employee of the Month: Amy Rodriguez
 - ii. Presentation: Meet in the main lobby of the Welcome Center around 8:25
 1. When: Monday, March 18 at 8:30 AM
 2. Where: Duesenberg Welcome Center
- I. Old Business
- a. Upcoming guest speakers
 - i. April: DEI/OMP & University rebranding
 - ii. May: Enrollment Management
 - iii. June?
 - b. Please remember: Things you hear at SEAC can be relayed to other colleagues. Actually, it's encouraged!
- J. New Business
- a. DISCUSS AS GROUP
 - i. Topic of the day: Spring break recap (service trips, personal trips, etc. - what'd y'all do during spring break?)
- K. Announcements
- a. Department announcements?
 - i. Lissa Yogan's visitation is on Sunday, March 17th, from 12-5 PM
- L. Adjournment
- a. Motion: Tayler D
 - b. Second: Mike J
 - c. All in favor - we adjourned
 - d. Adjournment: 3:37PM