

Staff Employee Advocacy Council

Regular Council Meeting: November 8, 2023

Agenda

Attendance: See “2023–2024 Attendance” spreadsheet

Excused: Justin Hunt, Debbie Lowenthal, Emily Breitung, Natalie Muskin-Press

- A. Call to Order - Chloe Kiser at 2:30 PM
- B. rpk GROUP presentation
 - a. Administrative review
 - i. Qualitative survey is being analyzed currently
 - ii. Looking heavily at Student Life & Facilities Management
 - b. Academic analysis
 - i. Working with data team
 - ii. Looking at courses, student credit hours, average class sizes (won't use this metric for this review because we can't accurately identify cross-listed courses)
 - iii. Recommendations for data collection (course schedule entry & review & define descriptions)
 - iv. Looking through a student lens
 - 1. Retained after one year by program
 - 2. 4- and 6- year graduation rates by program
 - 3. Seeing if we can disaggregate this data
 - v. Working on faculty analysis
 - 1. How many individuals & what departments are they in
 - c. Town Halls
 - i. Upcoming rpk GROUP virtual Town Hall - December 4th 3:30-5 PM
 - 1. Will share quantitative data for administrative side
 - 2. Should see a framework for reviewing data
 - ii. Might come back in January 2024 for follow-up
- C. Introduce new SEAC members, Andrew Knox & Jessica Fitman!
- D. Approval of Minutes from [October Meeting Minutes](#)
 - a. Mike J. makes motion to approve
 - b. Janneal G. seconds motion
 - c. All in favor - motion carried
- E. Executive Committee Report
 - a. Starting Budget: \$6,962.15

- i. Staff Recognition \$36.94
 - ii. Movie Night \$88.20
 - iii. Trick or Treat \$97.88
 - b. Remaining Budget: \$6,739.13
- F. Administrative Meeting Report
 - a. Is set for next Monday
- G. Chief of Staff - Rebekah Arevalo
 - a. Reminder to attend the Town Hall scheduled for tomorrow morning as well as review the quarterly report that was emailed to the campus community
 - b. Administration is hiring legal consultants to review the judicial process to help campus constituents process the attack on one of our students
 - i. OIP is organizing group sessions in addition to the sessions and walk-in times organized by the Counseling Center
 - c. Remembrance and memorial service for Varun Raj Pucha will be held November 16
- H. External Committee Reports
 - a. University Council — Carolyn Simpson
 - i. I shared our suggestions regarding items that the University Council can address. No conversation from the committee. Chloe and I met with Bharath as all three of us expect more from UC. Suggestions we will make at November meeting will be: Inclusive-Calendar (communication—or lack of communication); Community Relationships (what measures does the University take to have visibility in the community); Campus Relationships (lack of communication; tension between faculty/staff)
 - b. Investment Oversight — Justin Hunt
 - i. Our next meeting will occur in February
 - c. Fringe Benefits — Natalie Muskin-Press
 - i. No report
- I. Internal Subcommittee Reports
 - a. By-Laws — Justin Hunt / Sue Kukurugya
 - i. Met on October 25th.
 - ii. Covered Article IX (Council Officers).
 - iii. Continuing to perform peer institution review of language used in other staff council equivalents.
 - iv. Reminder that the subcommittee will present recommendations for by-law changes to the full council after we have gone through all of the Articles.

- b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by **Wednesday, November 29th**. Newsletter will go out on December 1st.
 - ii. We are still continuing to try to create and add additional items to the newsletter that will be helpful and enjoyable for staff.
 - iii. The committee will be doing a review of the SEAC website on Friday. Looking to make any improvements we see fit.
 - iv. If you have any suggestions or feedback on the newsletter or website, please let us know.
- c. New Employee Welcome — Chloe Kiser
 - i. Sent out new employee assignments for October
 - ii. Awaiting new swag items
- d. Representation — Jennifer Zatarski
 - i. Will begin finalizing updates to the web pages that are related to Staff Representation
 - ii. Discussed the current process of tracking changes over the course of a membership year as well as the appointment of alternates
 - 1. Will provide feedback to the By-Laws subcommittee
- e. Staff Appreciation Events — Emily Breytung / Julie Vick
 - i. Santa/Christmas Tree Lighting - Nov 28 - 4:30-6:30pm - confirm room reservation??
 - 1. Student Pianist (Connor McMahon)
 - 2. Mike & Jennifer Jacob will be Santa & Mrs. Claus again
 - 3. Volunteers still needed
 - ii. Cookie Exchange
 - 1. New Date: December 12 from 2:00-4:30 PM
 - 2. Hearth Room
 - 3. Cookie boxes have been ordered
 - 4. Coffee & cocoa will be served
 - 5. Flyers printed?
- f. Staff Development — Jennifer Zatarski / Michelle Soller
 - i. Working on improving communication of student events that are open for staff to attend
 - ii. Continuing to work on planning soft skills training workshops for Spring 2024
 - iii. In order to assist as many of our colleagues as possible, we are reviewing the mini-grant program to see if there are any updates that should be made

- g. Staff Recognition — Carolyn Simpson
 - i. October Employee of the Month is: Wendy Paterson, Administrative Assistant Education & Social Work
 - 1. Details of presentation TBD
 - ii. **UPDATE: New time will be Wednesday, November 15 at 10:00 in room 250D of the Union.** We plan to recognize Janice Lin on November 14 at 3:00 p.m. (meet at 2:55 p.m. outside Harre Union Suite 250D) to thank her for her efforts in managing the situation with the young man who was attacked in October. This is separate from the Employee of the Month.
 - iii. Carolyn has card for members to sign
- J. Old Business
 - a. None
- K. New Business
 - a. DISCUSS AS GROUP
 - i. Topic of the day: Community Discount Program
 - ii. Based on conversation from the Caring for Faculty and Staff Committee
 - 1. 5 Staff
 - 2. 4 Faculty
 - b. Suggest University Council create a standing sub-committee due to it being a benefit for faculty, staff and students
 - i. SEAC might be able to manage the administrative side (i.e., website)
 - ii. SEAC UC representatives will present this idea at the next UC meeting
 - iii. Collaborate with Advancement, VUCAN, and External Relations
 - iv. Can athletic sponsors offer discounts to campus community members
 - 1. Difficult since we outsource our athletic sponsorships
- L. Announcements
 - a. Next month's guest speaker will be Kristen Knoerzer of IMC
 - b. Department announcements?
 - i.
- M. Adjournment
 - a. Motion: Mick Jacobs
 - b. Second: Daniel Haynes
 - c. All in favor - meeting adjourned at ?
 - i. Adjourned at 3:29 p.m.