

Staff Employee Advocacy Council

Regular Council Meeting: September 13, 2023

Agenda

Attendance: See "2023–2024 Attendance" spreadsheet

Excused: Taylor Smith, Jennifer Zatarski, Mike Jacob, Rhonda Crowley, Jessica Cavaiani, Mia Gurgevich

A. Call to Order - Chloe Kiser at 2:30

B. 2:30 PM rpk GROUP presents to SEAC then Q&A

- a. Custom metrics for Valpo?
 - i. Portfolio applied across many Universities, but very specifics of data elements are applied
- b. How are findings shared?
 - i. Transparent. Full package of framework will be available at 2nd Town Hall
- c. How will the feedback play into findings?
 - i. Tagging all responses, tones of responses. All shared back. Theme findings. Overwhelming findings will require more data. How will it be supported with additional data
- d. Steering teams involving those who are doing the actual work and are in the weeds??
 - i. Steering teams are not representative to all areas. But areas of concerns are being spread across all members, and that information and data are going to be contributing to all areas.
- e. When data is shared between units, many offices are small in number, how is information shared out?
 - i. All information is shared through project leads, so personal information is not shared to the entire community. Super personal information is not shared to all of campus.
- f. Once data is analyzed, does rpk suggest the recommendations or does the steering team make the decisions?
 - i. Rpk doesn't make the decisions. All metrics are shared. Leadership will make all decisions based off rpk feedback
- g. Does rpk make suggestions on increasing cohorts or staff?
 - i. Yes. It's exactly like benchmarking is done.
- h. Will students receive surveys or form about their experience?

- i. Not decided yet. May be based on previous surveys. Preferred metric is using what we currently have.
 - i. How will each department know if they are being benchmarked?
 - i. They will be contacted. Show them what you have, how you measure effectiveness, etc..
 - j. Will Admin findings include recommendations? Will it be reported to specific departments?
 - i. Leadership level of units will be alerted. There will be a lot of recommendations, but there is not enough time or resources for everything to be acknowledged.
- C. Approval of [Minutes from August 9, 2023](#)
- a. Julie V makes motion to approve
 - b. Sue K seconds motion
 - c. All in favor - motion carried?
 - i. We carried.
- D. Executive Committee Report
- a. Starting Budget: \$7,112.15
 - i. Expenses - \$0
 - ii. Remaining Budget: \$7,112.15
- E. Administrative Meeting Report
- a. Met with President Padilla and Cassie on 9/11
 - i. Discussed concern/anxiety about the administrative review
 - 1. President Padilla said that it's early to jump to conclusions, especially since we're still collecting data
 - a. Use the following language: administrative and academic review, findings, and data instead of rpk review and recommendations
- F. Chief of Staff - Rebekah Arevalo
- a. No report
- G. External Committee Reports
- a. University Council — Chloe Kiser /Carolyn Simpson
 - i. Elected Chair (Patrick Sullivan) and Vice Chair (Daniel Haynes)
 - ii. The Student Body representatives brought up concern from students regarding lighting around Urschel and Schnabel Hall
 - 1. Daniel explained that the lighting meets the required standards, but that vegetation growth can obscure lighting and make it appear darker

- 2. Daniel and the Student Body will work together to resolve lighting concerns
 - iii. Additional topics discussed were the purpose of UC. Rather than being a committee where other committees report, the UC, in our by-laws, has an important role to represent the University to administration with any concerns/changes/etc. We discussed the University's presence (or lack this year) in the Popcorn Festival; talked about a Sustainability garden/green area; Campus involvement in the community and vice versa
 - iv. At the next meeting we are to each present what topic/concept our peers are interested in UC pursuing this Academic Year
 - b. Investment Oversight — Justin Hunt
 - i. Next quarterly meeting is scheduled for Thursday, October 5th
 - c. Fringe Benefits — Natalie Muskin-Press
 - ii. Preview of HealthJoy
 - 1. App for all employees (regardless if they have our benefits) to access benefits on in 1 single place
 - 2. Reminder: terminating Health Advocate effective 12/31/23
- H. Internal Subcommittee Reports
- a. By-Laws — Justin Hunt / Sue Kukurugya
 - i. Our subcommittee met Aug 23, 2023 and went over Articles I - VII.
 - ii. Had really good discussions
 - iii. 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, September 20th.**
 - ii. When a date or information about an appreciation event or professional development opportunity is available, please get us this information as soon as possible
 - c. New Employee Welcome — Chloe Kiser
 - i. Met last Wednesday
 - ii. Our subcommittee has reached out to July & August new employees
 - iii. Will be purchasing some new swag for the welcome bags
 - iv. Please take a moment to fill out this survey:
https://docs.google.com/forms/d/e/1FAIpQLSeAbSXUjgr0hGf3NmycV_x755Mg9yCtBce5QgN0_hZvZIUUA/viewform?usp=sf_link

- d. Representation — Jennifer Zatarski
 - i. A big welcome to Dorothy Warner!! Dorothy was elected as an alternate but due to an employee resignation will be joining the council as a voting member. Thank you Dorothy!
 - ii. Our next subcommittee meeting will be in November unless otherwise necessary
- e. Staff Appreciation Events — Emily Breytung / Rhonda Crowley
 - i. **Homecoming Family Movie Night**
 - ii. Saturday, September 23 at 7:00 P.M. (Dusk) - Union West Lawn
 - iii. Movie will be Encanto
 - iv. Popcorn and drinks will be provided
 - v. **Raffle Prize!**
 - 1. 4 tickets to a men's basketball non-conference game of their choice (in the chairback seats) plus 4 passes to the ARC Suite.
 - vi. Potential October/Fall social event in the works
 - 1. Working with St. T's on a sponsorship
 - a. In BBs
 - b. October 3 or October 17
 - 2. More information to follow
 - vii. Possible table at community trick or treat
- f. Staff Development — Jennifer Zatarski / Michelle Soller
 - i. Met last Friday
 - ii. Staff to attend more student events, student organizations will begin sending out invitations
 - iii. Partnering with Marathon Health - lunch-n-learn topic: Managing change and work stress
 - iv. Partner with VAST and IT for current systems training sessions
 - v. Explorer supervisor training plans
 - vi. 2 mini grants
- g. Staff Recognition — Carolyn Simpson
 - i. August Employee of the Month:
 - 1. Presentation will be Monday, September 18 at 10:00 AM in the Provost's Conference Room, Kretzmann Hall. Please arrive between 9:45-10:00 in the Kretzmann Lobby. Wear SEAC nametags if you have one!
 - a. Congrats James Richards!
 - ii. Created Subcommittees

1. SEAC Spotlight: Michael Fenton and Jessica Cavaiani
2. Review of Revamping Employee of the Month Nomination Form: Isis Drosos and Dorothy Warner
3. Review of Employee of the Month page on SEAC website: Carolyn Simpson, Jonathan Plant, Lindsey Mooneyhan

I. Old Business

- a. None

J. New Business

a. BREAK INTO SMALL GROUPS

i. Topic of the day: University Council priorities/initiatives

1. A focus on creating a work-life balance for people on campus

a. Technology

b.

c.

2. Creating visibility - Find out how to create investment for the university

a. Popcorn Fest floats

b. Google Calendar of events

c. Valparaiso University drink from Uptown / cupcake from KupKates

3. Create a pavilion

4. Concerts on the Union west lawn / Valpo Vibes open to community

5. Green/garden space

6. Enhance community partnerships

a. Expand camps to community youth

7. Bring back yoga & meditation

8. Signage - sandwich boards (interchangeable to use for events)

9. Host a disc golf tournament

10. February morale booster (cocoa & cookie exchange)

11. Beach clean-up event (possible partner: Mermaid Straw)

12. Spring break activity for those that are on campus

13. Join parades in region

14. Vikings / Beacons night

K. Announcements

- a. Department announcements?

Academic Analysis

- Develop a framework through which we can better understand the entire portfolio of academic offerings at the University.
- Develop a data-informed and transparent approach for monitoring and evaluating academic offerings on an annual basis.
- Review the mix of programs in our academic portfolio, as well as identify opportunities to manage course offerings to ensure resources are aligned to support student needs.
- An important element of this work will be the shift from focusing only on how we spend money to asking and answering the question: "Are we serving students and fulfilling our mission best with the resources we have?"

Administrative Review

- The administrative review will focus on services with institutional administrative or operational functions as well as within academic administration.
- Focus on how the University can improve current levels of service and address existing service "pain points."
- Develop a comprehensive set of findings to move toward a more sustainable business model that invests in our students, faculty, and staff.

The academic analysis and administrative review project will take place during the fall semester and will be completed with findings sent to the President early next calendar year. Updates on the project will be provided to the campus community through meetings with campus stakeholders, as well as a webpage that will provide monthly updates. This town hall is the first opportunity to share information. Please attend **Thursday, September 14, from 8:30 - 10 a.m. in the Harre Union Ballrooms.**

i.

ii. As part of the new campus-wide initiative for wellness and community (#ValpoResetRefresh), Allison Schuette is offering an online, 4-week series in mindfulness practice, Wednesdays, during Chapel break. These 30-minute sessions, starting Sept 20th, will focus on the basics and include a 15-20 minute guided meditation: Pause: A Practice in Mindfulness.

1. It takes courage to pause in the midst of all that demands your time and attention, and yet pausing can interrupt habits and introduce space and freedom for wiser action. Get introduced to the practice of mindfulness in this 4-week series and learn how powerful it can be to pause.
2. WEDNESDAYS 10-10:30AM CST
3. Sept 20, 27, Oct 4, 11

4. online via Zoom
5. \$40/series or pay-what-you-can
6. REGISTER using [this form](#)



- L. Adjournment
 - a. Motion: Dina M
 - b. Second: Dan H
 - c. All in favor - meeting adjourned at 4:27 PM
 - i. We adjourned