

Staff Employee Advocacy Council

Regular Council Meeting: May 8, 2024

Agenda

Attendance: See "2023–2024 Attendance" spreadsheet

Excused: Mia Gurgevich, Dina Mueller, Debbie Lowenthal

- A. Call to Order - Carolyn Simpson at 2:31 PM
- B. Approval of Minutes from [April Meeting Minutes](#)
 - a. Mike Jacob makes a motion to approve
 - b. Janneal Gifford seconds motion
 - c. All in favor - Approved?
 - i. We approved!
- C. Executive Committee Report
 - a. Starting Budget: \$4,021.79
 - i. Expenses since the last meeting:
 - 1. Staff Development Happy Hour \$483.47
 - 2. Employee of the Month \$23.36
 - 3. Staff Recognition Supplies \$21.39
 - b. Remaining Budget: \$3,493.57
- D. Administrative Meeting Report
 - a. Meeting with President Padilla and Rebekah on 5/7
 - i. University Town Hall 8:30 AM today
 - ii. Commencement this weekend
 - iii. Asked if there is anything SEAC can look into or research, was to be involved, etc. Rebekah said can be taken to PCab. Also spoke with Marie in Advancement about our involvement in such things as Valpo Day
- E. Chief of Staff - Rebekah Arevalo
 - a. Town Hall: Questions, feedback or suggestions
 - b. Commencement: Questions?
 - c. HSI Initiative and/or VALE: Questions?
- F. GUEST SPEAKER: Enrollment Management (Jill Schur) at 3:30 PM**
 - a. Leading undergrad admissions, grad enrollment, marketing
 - b. Working on building incoming class with partners
 - c. New brand refresh builds on our history; lean in to Lutheran heritage (worked with oologie)

- d. Working with VAN (Valpo Alumni Network?) to recruit new students
 - e. Building outreach with faith-based schools and more affluent families
- G. External Committee Reports
- a. University Council — Chloe Kiser
 - i. April 24th, 2024, meeting was canceled
 - b. Investment Oversight — Justin Hunt
 - i. The next quarterly review meeting will take place in June.
 - c. Fringe Benefits — Natalie Muskin-Press
 - i. Met last week to discuss faculty resolution and discuss further how tiers were decided and what future planning could look like
- H. Internal Subcommittee Reports
- a. Bylaws — Justin Hunt / Sue Kukurugya
 - i. Edits to bylaws were approved at our April meeting. Copies of the bylaws were sent to the President's office for approval and to the General Counsel for review.
 - b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by Friday, May 31st. The newsletter will go out on Monday, June 3rd.
 - ii. This will be the last newsletter for this fiscal year. The next newsletter will be in August with the new secretary/communications subcommittee.
 - c. New Employee Welcome — Chloe Kiser
 - i. New staff assignments need to be sent to subcommittee members
 - d. Representation — Jennifer Zatarski
 - i. Election closes May 10 at 5 p.m.
 - ii. 137 responses so far
 - e. Staff Events — Emily Breytung / Julie Vick
 - i. 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
 3. Volunteers Needed! Help pass out vouchers and welcome staff to the event
 - a. 10:30-11:00
 - i. Emily Breytung
 - ii. Julie Vick
 - iii. Dina Mueller

- b. 11:00-12:00
 - i. Janneal Gifford
 - ii. Emily Breytung
 - iii. Justin Hunt
 - iv. Jessica Cavaiani
- c. 12:00-1:00
 - i. Julie Vick
 - ii. Jennifer Zatarski
 - iii. Taylor Smith
 - iv. Jessica Fitman
- d. 1:00-2:00
 - i. Natalie Muskin-Press
 - ii. Carolyn Simpson
 - iii. Mia Gurgevich

f. Staff Development — Jennifer Zatarski / Michelle Soller

- i. Upcoming events
 - 1. Reflection workshop/training with ILAS
 - a. Will be based on Brene Brown's BRAVING inventory
 - b. Finalizing date (week of 5/20 or 5/27)
 - ii. Working with COB to help promote discounted Microsoft training and certification - launch expected Fall 2024
 - 1. Pilot group starting May 9th

g. Staff Recognition — Carolyn Simpson

- i. April 2024 Employee of the Month: Amber Ortiz
- ii. Presentation
 - 1. When: Friday, May 10 at 11:30
 - 2. Where: VUCA Lobby
- iii. Outstanding Performance Award
 - 1. Awarded quarterly to an individual/department for outstanding work
 - 2. Winner: Karen Klimczyk

I. Old Business

- a. Upcoming guest speakers
 - i. June: Bharath Ganesh Babu, Faculty Senate Chair

J. New Business

- a. DISCUSS AS GROUP
 - i. Topic of the day: Debrief of SEAC Special Meeting & this morning's University Town Hall

1. Timing of staff cuts (by the end of the fiscal year)
 2. What did brand refresh cost? Why at this time? – ask Jill
 3. Mark noted about 10 employees being cut; rumors of layoffs – any truth to this?
 4. The Market property is managed by AVRO - strategic purchase to sell more property (including this piece of land)
 5. Valpo doesn't pay for advertisements or website upkeep for AVRO
 6. What does it cost to keep buildings up instead of tearing them down? Mothball buildings (low energy consumption – still have electricity & utilities)
 7. Freshmen car lot – where will they go now?
- ii. Nominations for Chair & Vice Chair (Google Form will be going out to the council soon) – Elections will be held in June
 1. If you're interested, you can reach out to Chloe and/or Carolyn to set up a time to discuss the position
- b. Volunteer work vs. On the clock work
 - i. Please note that volunteering for SEAC-related events or attending SEAC-related meetings (general council, subcommittee, or otherwise) during your work shift will be considered paid hours (don't need to clock out) at the discretion of the supervisor. Volunteering after your shift or attending meetings outside of your work day does not warrant extra hours added to your paycard. A SEAC member's supervisor has final say in this matter.

K. Announcements

- a. Department announcements?
 - i. The CONHP little free pantry will not be accessible during renovations of LeBien Hall beginning May 13, 2024. CONHP staff will be remote as well as in Promenade West and Loke Hall, so email will be the best method of communication this summer. The pantry will reopen when the building is again accessible to students (likely late July or early August).
 - ii. Brett Calland/SEAC Fantasy Football. Do we keep it SEAC only? Does Brett want to stay on as commissioner? Does anyone else want to run it?
 1. Current SEAC + SEAC Alum (past 2 years?)
 - iii. Move Through Summer and Fitness Center Hours
 1. Closed next week
 2. Natalie will let us know hours soon
 - iv. Finance Office launch of self-service finance query

L. Adjournment

- a. Motion: Tayler Dove

- b. Second: Mike Jacob
- c. All in favor - Yes
 - i. Adjournment: At 4:16 PM