January 8, 2014
9:30am – 11am
GC 290/CLC 727/SSOM 420

Minutes

Present: Gregory Costanzo, Sandra Cavalieri, Emmanuelle Escandar, Nancy Goldberger, Marc McRoberts, Curtis Main, Brendan Martin, Lori Mojica, Andrew Naylor, Haydeé Nauert, Akeya Peterson, Patricia Simms, Sarah Syversen, and Janelle Wade.

Absent: Dana Bozeman, Megan Canty, Nicole Chmela, Stuart Donna, Carrol Lindsay, Ariana Lewis, Chris Murphy, Gaby Ortiz, Maria Pele, Kate Peterson, Alyssa Travis, and Katrina Weizer.

Opening of Meeting: 10:00 a.m.

Reflection – Curtis Main
- Everyone shared a highlight from 2013

Approval of Minutes – December 2013
Curtis moved, Brendan seconded

New Business
- University Senate Meeting (11/22/13). Not discussed.
- Elaine Lehman (Share Advocacy CMTE). Not discussed.
- Nancy Goldberger brought up a complaint from a staff member regarding how the weather alerts were handled during the recent storm. The staff member indicated that there should have been some sort of communication from the University alert system notifying if the University was opened or not.
  - It was also discussed that there was confusion among some supervisors about the protocol to follow in this type of situations. USC will follow up with HR about the policies in place for receiving alerts during bad weather conditions and the protocol that should be followed by supervisors.

Chair’s Report – [moved to next meeting]

Vice Chair’s Report – Curtis Main
- The USC assessment will take place soon.
- Voting & USC Election will take place in the in the next three or four months.
- The time to serve at the USC is from two to three years. However, a USC member can leave the Council if necessary.

Treasurer’s Report – Brendan Martin
Nothing to report

Secretary’s Report – Haydeé Nauert
Nothing to report

Mission & Identity – Chris Murphy
Curtis (for Chris Murphy) indicated that there were 30 people attending the staff retreat and Chris was very happy with the number of attendees.

**Committee Updates:**

- **Staff Recognition & Excellence Awards: Pat Simms**
  - The committee is meeting with HR on Monday, January 13th to select the next employee monthly awards for January, February and March. They will try to select two employees from each campus.
  - The monthly awards will be presented between the 15th and the 21st of each month. Each awardee will receive a mug.
  - Emmanuelle will deliver the mugs for the Lakeshore Campus awardees.

- **Communication: Sarah Syversen**
  - Changing the Listserv to have a more digest format.
  - The Communication Committee needs some additional help as Sarah and Megan will be going on maternity leave. Emmanuelle volunteered to provide additional support to this committee.
  - Sarah has brochures for the Staff Council in her office if anyone is interested.

- **Staff Development: Sandra Cavalieri**
  - Greg reminded the USC to recruit staff members for the LUC & Me Mentor program. Each USC member is expected to recruit at least one staff member or be a mentor. The recruitment information needs to be entered in the shared Staff Council Drive \Committee-Staff Development\Staff Mentoring Program folder.

- **Social Events & Community Building: Marc McRoberts**
  - The university Holiday Luncheon Spirit Contest, Live and Silent auctions were a success. Mike Lambesis did a great job at the Live Auction.
  - The next Life-After-Five event is expected to be held January 30th at the Skyline Lounge; however, the location might change.
  - The next Life-After-Five event for HSD and WTC should be held in February or March. Lori Mojica is checking with Maria Pelc about having the next Life-After-Five for HSD in February.
  - The Pizza with the President event for the three campuses will be in March or April.
  - The Social Events & Community Building Committee needs to help coordinate Dinner times with Fr. Garanzini with the winner of the live auction event.

- **LEEF: Andrew Naylor**
  - More LEEF brochures need to be updated and printed.

**Old Business**

- Listserv – discussed under Communication Committee Update.
- Website – discussed under Communication Committee Update.
- Newsletter – not discussed.
- Life-After-Five – discussed under Social Events & Community Building Committee Update
- Assessment – discussed under Vice Chair’s Report.
- Voting & USC Election – discussed under Vice Chair’s Report.
- Merit Increases – every staff member should have received a letter from HR in the mail.
- Dinner times with Fr. Garanzini– discussed under Social Events & Community Building Committee Update.
Nancy Goldberger indicated that the bathroom maintenance issue at Lewis Towers had been partially resolved. All that is needed is to follow up with Facilities regarding the emergency lighting.

Closing of Meeting: 10:39 a.m.