March 12, 2014
9:30am – 11:00am
GC 290/SSOM 420/CLC 727

Agenda

Present: Ariana Lewis, Sarah Syversen, Greg Costanzo, Alyssa Travis, Patricia Simms, Kate Peterson, Katrina Weizer, Nicole Chmela, Emmanuelle Escandar, Stuart Donna, Janelle Wade, Dana Bozeman, Sandra Cavalieri, Akeya Peterson

Absent: Brendan Martin, Curtis Main, Gaby Ortiz, Haydee Nauert

Opening of Meeting: 9:39 p.m.

Reflection – Ariana Lewis
It's still cold outside - Niche said "you have your greatest thoughts while walking" so hopefully you have those thoughts today

Approval of Minutes – Feb 2014
Ariana approves
Stuart Donna seconds

Committee Updates:

- **Staff Recognition & Excellence Awards:** Pat Simms, Nancy Goldberger, Alyssa Travis
  - Feb 2014 Awards: Notified winners yesterday for March
  - Have winners chosen through June in May
  - They will have to lean on managers/directors to nominate - especially at HSD

- **Communication:** Sarah Syversen, Dana Bozeman, Megan Canty
  - Sarah is going on maternity leave soon, therefore please send website and bi-weekly newsletter updates to Ariana and Curtis; Megan should be back from maternity leave soon
  - Weekly Announcements
    - Ariana noticed there are more website hits due to the new weekly announcement style. A couple hundred hits in the first couple of minutes as a result of links.

- **Staff Development:** Sandra Cavalieri, Greg Costanzo, Kate Peterson
  - LUC & Me Recruitment: LUC&Me kicked off a new cycle earlier this month; Sandra and Greg assume it's going well
  - Janelle attended kick off since she is a mentor this round and said it went well

- **Social Events & Community Building:** Emmanuelle Escandar, Maria Pelc
Live After 5 (HSD/Lakeside)
- Emanuelle is trying to find a date for one more Live After Five at LSC but getting tough since we are at the end of the year. Ariana clarified that we can have LA5 in the summer months.

Pizza with the President (HSD/Lakeside)
- Should have received an email about the Pizza with the President dates
- Ariana is hoping to go to HSD for Pizza with the President - April 22nd. If you are interested in attending with Ariana please let Ariana know by end of week so she knows if she will need to rent a van. Plans to leave at 10 a.m. for a noon start time. Will probably return around 2:30 p.m.

LEFF: Andrew Naylor, Lori Mojica, Gaby Ortiz, Carole Lindsay
- Ariana didn't receive any updates; we've been getting regular donations from faculty and staff. The donation pool is currently strong. Father Garanzini will match those funds at the end of the year.

Mission & Identity – Chris Murphy
- Summer Staff Retreat
  - Staff Retreat is considered professional development. The $25 can come from your department - that is supported by HR.

Treasurer's Report – Brendan Martin
- Ariana reports the budget is healthy
- Emmanuelle may have more money to work with for social events

Secretary's Report – Haydee Nauert

Vice Chair's Report – Curtis Main
- 2014 USC Elections
  - Voting (USC Officer/Chair Positions)
  - Curtis will send an email soon. The elections will start in April/early May. Chairs please double check your folders on the Shared Drive to make sure info is updated. Make yourself available in July for incoming Chairs if you are not staying on USC as a Chair.

Chair's Report – Ariana Lewis
- Annual Wrap-up Meeting (June 2014)
  - Second Wednesday in June from 3:30 - 5 p.m. Typically on LSC (no video conferencing). Ariana said she is open to rotating campuses for that annual meeting. Members suggested WTC this year.
  - Stuart reminded USC that we have to work around orientation, so Ariana asked for the orientation schedule.
Guests
- Ariana wanted to invite Tom Kelly, Joan Stasiak, etc. and ask if they'd like to attend the June meeting. However, Tom's schedule is booked on Wednesdays. Would you be interested in changing the date/time?
- If it's in the middle of the day, HSD would have a hard time getting to and from WTC. Ariana will check Tom's schedule.
- Emmanuelle suggested we move wrap-up meeting to May, but new members will not be present.
- Ariana suggested we break the June meeting into two meetings - one social and one "changing of the guard"
- Ariana will send an email to the group to get thoughts on the dates/times of party.

USC Guest Presenters
- Send a note to Ariana if anyone has suggestions. April and May meetings will be tight time-wise.

New Business
- University Senate Meeting
  - Janelle was there because her area was asking for support for a Veterans Affair's office on campus. One-stop shop for Veterans on campus - advising, financial aid, mental health counseling, etc. Unsure of the structure or location at this time. There would be one location for all three campuses (probably WTC); or having the time split between campuses. Ariana thinks it's important that staff knows about these centers and services.
  - Senate is trying to determine if they will keep a Senate or disband. Wanted to determine their role and how much power they have. Is it legislative or advisory? Ariana pushed back a lot in that meeting because staff have yet to be considered on the Senate agenda because it's mostly run by faculty.
  - Ariana encouraged USC members and their colleagues to attend the Senate meetings. Currently they are determining if there should be a Chief Diversity Officer on campus.
    - HSD has a diversity officer - their Dean and Assistant Dean - because of an accrediting requirement.
    - Sarah asked if this addressed by Father Garanzini during the State of the University Address? She thought he addressed and then denied the need for a CDO. Ariana will follow up on that.
  - Another topic that came up in the Senate was Hiring Committees. These committees are usually formed by department head and above level, but Senate wants to determine if there is a way that more departments/people can be notified of these committees forming in order to have more input into these decisions.
  - Also, many people are not aware of these employment openings. Can HR notify the departments of these postings? Mandate that HR notify
employees of openings in their area? Supervisors sometime don't notify their employees that a position is open that they may be qualified for in their department. HR can notify the current staff at the same time that the position is posted online.

- HR is working on a Hiring Manager training - a refresher on what it means to be someone’s supervisor from a social, emotional, professional side - how to manage. Staff from around the University told Ariana they are not aware of the opportunities across campus. Ariana suggested that part of this training should be to tell Hiring Managers to notify their employees anytime a position is posted in their area.

- Next Senate Meeting is March 21st – 3PM (Klarcheck 4th Floor, LSC)

Upcoming Meetings:

- April 9th – Lakeside/HSD
- May 14th - Lakeside/HSD
- June (tbd) - LSC