I. **Opening of Meeting**  - The meeting came to order at 9:34 am

II. **Attendance:** present in Black, absent in Red: Karen Bertucci, Dana Bozeman, **Kevin Bryant Megan Canty,** Sandra Cavaleri, Nicole Chmela, Kristin Finn, Greg Costanzo, Natalie Deliso, Emmanuelle Escandar, **Paige Gardner,** Nancy Goldberger, Beth Lair, Curtis Main, **Bridget May,** Natasha Mmeje, Lori Mojica, Haydeé Nauert Gaby Ortiz, **Kate Peterson,** Alyssa Travis and **Janelle Wade,** Brendan Martin

III. **Reflection**
   a. Rotating Member- Gaby Ortiz

IV. **Approvals**
   a. September 2014 Minutes
      i. One amendment, Sandra was present for the last meeting.

V. **Chair (J. Curtis Main)**
   a. Digital Comment Form draft sent 10/24
      i. 3 people volunteered to help Curtis review this form before we publish
   b. University Senate Staff Representation
      i. Curtis attended the University Senate meeting. There was a proposal to amend the way that members are selected. They will be going to a model based on division rather than just campus.
   c. Loyola 101 5 minute Appearances: 10/28, 11/11, 11/25, 12/9
      i. WTC reps please email Curtis with the dates that you are available.

VI. **Vice Chair (Gaby Ortiz)**
   a. There are very few staff members at other campuses. They were largely unaware of the existence of USC. They are now at least aware that we are a resource for them.

VII. **Secretary (Dana Bozeman)**
   a. Just computer trouble to report

VIII. **Treasurer (Karen Bertucci)**
   a. No activity to report

IX. **Mission & Identity (Chris Murphy)**
   a. Chris is looking for volunteers to help with the January Inner-Mission.
   b. We are encouraged to attend Fr. Sobrino’s lecture. You must register online and registration will open to the public on Friday.
   c. There will be a photo contest for Ignatian Heritage Month. If you have a photo that captures the theme, “Living Radically”, please submit.

X. **Staff Communication (Megan Canty)**
   a. Nicole has done a great job updating the website.
   b. The committee is open to ideas that can improve communication.

XI. **Staff Development (Greg Costanzo)**
   a. Developing greater use of social media for LUC & ME Mentoring Program
   b. Call for any interest in joining the Staff Development Committee

XII. **Staff Recognition & Excellence Awards (Alyssa Travis, Nancy Goldberger)**
   a. Nominations for SREA are now open, until October 24th. SREA Ceremony is November 24th, 2014 @ 4pm
i. We still need additional nominations in most categories.

b. Please encourage nominations for the Annual and Monthly awards. Also if you have promotion ideas, let us know.
c. As of today, we only have 1 volunteer for the ceremony. Please consider helping us out, and coming to the ceremony to support staff.
d. Note the policy regarding USC members being eligible to nominate has been revised. We ARE allowed to nominate others, but we cannot be a recipient. In the event a member does get nominated, we will share the nomination at the following meeting.
e. Nancy said that some monthly winners have asked not to have their names and likeness shared publicly.
f. Jorene has emailed some suggestions to use social media for the LUC and Me program.

XIII. **Social Events & Community Building** (Emmanuelle Escandar)
   a. Live After Five Events: Live After Five will be scheduled after the date for the Fac/Staff Happy Hour is confirmed.
   b. Fac/Staff Social: There will be a happy hour this fall.
   c. Activities Survey: Looking to launch the survey in spring.
   d. Paint Night: The committee is currently looking into the cost of a paint night and if it can be used as a LEEF fundraiser.

XIV. **Loyola Employee Emergency Fund** (Kristin Finn)
   a. Marketing: We are working on updating the LEEF brochure.
   b. Fundraising

XV. **New Business & Conclusion (All members)**

    Meeting dismissed at 10:18 am