Meeting Agenda, 10-11 am, August 13, 2014

I. Opening of Meeting
   a. Curtis Opened the meeting at 10:08 am.

II. Reflection
   a. Rotating Member- Sandra is a new grandmother and is not able to be with us.
   b. Chris Murphy shared reflections of Loyola Ignatian Service

III. Present: Karen Bertucci, Dana Bozeman, Nicole Chmela, Kristin Corrigan, Emmanuelle Escandar, Curtis Main, Bridget May, Lori Mojica, Haydeé Nauert, Kate Peterson, Alyssa Travis and Janelle Wade, Brendan Martin

   Absent: Kevin Bryant, Megan Canty, Sandra Cavalieri, Greg Costanzo, Natalie Deliso, Paige Gardner, Nancy Goldberger, Natasha Mmeje, Beth Lair, and Gaby Ortiz

   Guest: Chris Murphy

IV. Approvals
   10:05 (End Time)
   a. July 2014 Minutes
   b. Curtis moved Emmanuelle seconded and the minutes were approved.

V. Chair (J. Curtis Main)
   a. Goals and hopes for the year
      i. Looking for goals for the year
   b. Monthly agenda items
      i. Please send simple agenda items a few days prior to the meeting.
   c. Annual Meeting with Fr. Garanzini
      i. Executive Board Chairs from the board share our accomplishments/challenges and goals for the year.
      ii. If you have suggestions for the future please let Curtis know.
      iii. No dates have been set yet.

VI. Vice Chair (Gaby Ortiz)
   a. Adding additional LUC campus members
      i. Perhaps we can add other campuses

VII. Secretary (Dana Bozeman)
   10:15
   a. 2014-2015 Meeting times and spaces
      i. We could move to adobe connect or out outlook accounts have a video conference feature.
      ii. CLC 723 will be the room for WTC for 9/10/14.
      iii. There is a concern that HSD has IT issues. Adobe connect seems to be the best option.
      iv. Haydee, Dana, and Curtis will work on the scheduling and connection.

VIII. Treasurer (Karen Bertucci)
   10:20
   a. 2014-2015 Budget Approval, Overview
i. Our budget has been approved with the same budget from last year. HR is covering the food and drinks for the Staff Awards Ceremony.
ii. HSD is having issues getting access to the shared drive. Curtis will be contacting IT regarding these issues.

IX. **Mission & Identity** (Chris Murphy) 10:25
a. Updates & Announcements
   i. Chris needs a Staff Council member to be on the Inner Mission Retreat.
   ii. The anniversary of the Salvadoran Martyrs Lecture. The sole survivor will be speaking 11/20-21 on campus.

X. **Staff Communication** (Megan Canty) 10:30
a. Newsletter
b. Website
   i. Haydee is going to be the liaison to the communications department.
   ii. Dana will continue to handle Social Media.
   iii. Curtis will reach out to Megan about the website.

XI. **Staff Development** (Greg Costanzo) 10:35
a. Improve the “one-stop-shop” of Staff Development resources
   i. [http://www.luc.edu/media/lucedu/staffcouncil/StaffDevResourcesOpportunities.pdf](http://www.luc.edu/media/lucedu/staffcouncil/StaffDevResourcesOpportunities.pdf)
b. Credit given towards employees who complete Emerge classes, Maroon & Gold Standard training modules, etc.
   i. Completion of sessions, workshops, classes or other staff development offerings will be documented in staff members’ HR files
   ii. Awards/Recognition given out to those who have completed designated number of trainings through (options include):
      1. Staff Recognition Committee
      2. Manager/Supervisor of individual employee
      3. Human Resources
c. Recruit additional USC member
   i. Janelle Wade will be going on maternity leave in September
   ii. Brendan offered to take Janelle’s place.

XII. **Staff Recognition & Excellence Awards** (Alyssa Travis, Nancy Goldberger) 10:40
a. The annual Staff Recognition and Excellence Awards has been scheduled for Monday, November 24th
   i. Father Garanzini’s assistant confirmed he can be in attendance on that date.
   ii. We will be asking for volunteers in September to help out the day of the event with ushering, handing out certificates to everyone that was nominated, name tags, etc.
b. Monthly Awards: Please encourage staff nominations, especially at the Health Sciences Campus.
   i. Staff Council members can nominate and be nominated but cannot will awards. (Curtis will check to confirm).
   ii. There will be fliers soon after the intake form is updated.

XIII. **Social Events & Community Building** (Emmanuelle Escandar) 10:45
a. Staff Picnic Review
   i. Emmanuelle thanked everyone for all of their help and participation.
b. Goal: New, Fun, Fresh Events
c. USC Events
   i. Live After 5 (Update)
1. Would like suggestions for new ideas to freshen up the social events.
   ii. All other events

XIV. Loyola Employee Emergency Fund (Kate Peterson) 10:50
   a. Updates/plans for the year
      i. Kate shared that she is having trouble accessing the shared drive
      ii. We need to make a new push for awareness of donation options and to those in need of
          the assistance.
      iii. Chris suggested that we ask UMC to do a feature on LEEF.

XV. Staff Survey (Jorene Richards)  a. Quick Presentation

XVI. New Business & Conclusion (All members) 11:00