Meeting Minutes, 9:30-10:30 am, November 19, 2014

I. **Attendees**: Karen Bertucci, Megan Canty, Haydee Nauert, Kate Peterson, Kristin Finn, Brendan Martin, Emmanuelle Escandar, Kevin Bryant, Natalie Deliso, Bridget May, Greg Costanzo, Nancy Goldberg, Paige Gardner, Curtis Main, and Gaby Ortiz

II. **Chair** (J. Curtis Main)
   a. Feedback Digital (OrgSync) form link - please send Curtis feedback
      1. Feedback form can be utilized to leave compliments, complaints, and suggestions
      2. Form will be available on mobile apps.
   b. Spring Meeting dates (9:30-10:30 am): 1/14, 2/11, 3/11, 4/8, 5/13, 6/10
   c. Meeting space issues
      1. The conference room in Granada was booked all year during our original meeting time
      2. Space for the next few meetings has been confirmed
   d. Provided a brief overview of Garanzini and Kelly meeting
   e. Holiday Celebration update
      1. The Holiday celebration will have a new format this year due to location constraints
      2. No holiday lunch instead a more open format
      3. Please be sure to volunteer for the event
      4. Alcohol will still be offered
      5. Possibly consider another holiday party at HSD since it is a struggle for them to attend the event
   f. Absences
      1. Curtis proposed that Staff Council members have no more than three absences per year. If they have more, a conversation should follow
      2. Curtis will have a proposal by the next meeting
   g. Loyola 101 5 minute presentations will be done by Natalie on 11/25 and 12/9
   h. University Senate Staff Representation will be made up of:
      1. 5 staff members—1 from each division
      2. 4 Faculty
      3. Staff and Faculty members may attend but not participate
   i. USC relationship to HR and President’s Office—a gentle reminder that we report to HR

III. **Vice Chair** (Gaby Ortiz)
   a. Will email out proposal to get feedback.

IV. **Secretary** (Dana Bozeman)
   a. Fall challenges with reservations

V. **Treasurer** (Karen Bertucci)
   a. Make sure to get Karen receipts for reimbursements and expense transfers

VI. **Mission & Identity** (Chris Murphy)
   a. Staff & Faculty January Retreat—please make sure you are helping recruit staff for this

VII. **Staff Communication** (Megan Canty)
   a. Call for information to advertise—Send flyers to Megan to advertise events
   b. It was proposed at the meeting with the president to have all staff be included in the Staff Council listserv and have it be an opt-out list instead of an opt-in list
   c. Staff Council has been encouraged to publicize the list even more
   d. We will be looking into creating the “Bulletin Board” idea that Garanzini suggested for website

VIII. **Staff Development** (Greg Costanzo)
a. Working with HR so that EMERGE classes and programs will be shortened in length.

IX. **Staff Recognition & Excellence Awards** (Alyssa Travis, Nancy Goldberger)
   a. SREA 2014 is Monday, November 24th.
   b. Volunteers should arrive by 3pm and will be emailed again
   c. Idea about putting upcoming events on a flyer within the Program for SREA (if people are interested, and will someone volunteer to collect the information, make a half sheet and print them)
   d. Working on final preparations for the event
   e. HSD will be carpooling to the event
   f. Think about funds for a bus for HSD to come to the awards for next year

X. **Social Events & Community Building** (Emmanuelle Escandar)
   a. Live After 5
      1. Attendance is low at WTC
      2. there are 17 more spots still available at LSC
      3. HSD had good attendance
   b. Faculty/Staff Happy Hour
   c. It has been suggested that social events take place during the day and not just in the evening
   d. Holiday card for LEEF is still happening

XI. **Loyola Employee Emergency Fund** (Kristin Finn)
   a. There were three disbursements this semester
   b. New LEEF brochure is being developed
   c. A suggestion to ask for smaller donations in the hope that more folks would be willing to make it a monthly contribution
   d. Garanzini wants us to design a flyer in the shape of a Dollar and have staff pledge via the dollar

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