

Staff Employee Advocacy Council

Regular Council Meeting: October 11, 2023

Agenda

Attendance: See “2023–2024 Attendance” spreadsheet

Excused: Dina Mueller, Rhonda Crowley, Jenna Gamble, Zubaidah Albaro, Mia Gurgevich, Julie Vick

- A. Call to Order - Chloe Kiser at 2:31pm
- B. Approval of [Minutes from September 13, 2023](#)
 - a. Mike Jacob makes motion to approve
 - b. Sue Kukurugya seconds motion
 - c. All in favor - motion carried?
 - i. We carried
- C. Executive Committee Report
 - a. Starting Budget: \$7,112.15
 - i. Expenses - \$150.00
 - 1. Mini-Grant Award \$150.00
 - ii. Remaining Budget: \$6,962.15
- D. Administrative Meeting Report
 - a. No meeting this month
- E. Chief of Staff - Rebekah Arevalo
 - a. Onboarding 4 new board members // start officially in Jan 2024
 - b. Board of Directors meeting coming up at the end of the month
 - c. Lindsey Roettger is Chair of Guild and will serve on Valpo BOD
 - d. HSI 33% increase in Hispanic freshmen students
 - e. VALE is meeting monthly with focus groups
 - f. Nov Town Hall tbd
- F. External Committee Reports
 - a. University Council — Carolyn Simpson
 - i. Received reports from Student Senate and Faculty Senate.
 - 1. Student Senate will be offering Financial Literacy conversations and are working to get them CORE approved
 - ii. The Committee on Intercollegiate Athletics have not met yet
 - b. Investment Oversight — Justin Hunt
 - i. We met on Thursday, October 5th

- ii. Committee members voted unanimously to approve OneDigital's advisor role from a 3(21) to a 3(38) to move investment allocations around
 - iii. Committee members voted unanimously to a new meeting schedule, which will only meet in February(TIAA)/June/October. But will receive email communication from OneDigital if there needs to be discussions or changes made to our plans
 - iv. OneDigital will customize advisor RFP to the Valpo plan, and work with Tamara Gingerich on the project. It's good to do this research about every 5 years to make sure OneDigital is as competitive as anyone we could work with
 - v. OneDigital wants to coordinate an on-site workshop in January/February. They want to offer an "Ask The Expert" in two sessions, morning and afternoon. Please let me know if there is anything that would entice you to attend; SS, Medicare, Inflation, Food?
 - c. Fringe Benefits — Natalie Muskin-Press
 - I. HealthJoy launched recently (30% enrolled w/ app)
- G. Internal Subcommittee Reports
 - a. By-Laws — Justin Hunt / Sue Kukurugya
 - i. Met on September 27th
 - ii. Planned to cover Articles VIII (Nominations & Elections),IX (Council Officers). Lots of discussion led to just covering Article VIII.
 - iii. Performing peer institution review of language used in other staff council equivalents
 - i. Reminder that the subcommittee will present recommendations for by-law changes to the full council after we have gone through all of the Articles
 - b. Communications — Justin Hunt
 - i. Please submit articles for the newsletter by **Monday, October 30th**. Newsletter to go out on November 1st.
 - ii. When a date or information about an appreciation event or professional development opportunity is available, please get us this information as soon as possible
 - iii. If you have any feedback or suggestions about the newsletter, please let me know.
 - c. New Employee Welcome — Chloe Kiser
 - i. Met 10/4

- ii. Our subcommittee will be reaching out to the September new employees
 - iii. Decided on new swag for the welcome bags // waiting to order until we have the SEAC member pullover order complete
 - iv. Won't be moving forward with the mentorship program
 - d. Representation — Jennifer Zatarski
 - i. Andrew Knox has accepted the vacant General Counsel position and will join us at our next monthly meeting
 - e. Staff Appreciation Events — Emily Breytung / Rhonda Crowley
 - i. Homecoming Family Movie Night update
 - ii. Faculty/Staff/St. T's happy hour on October 17 from 4-6 PM in BBs
 - 1. We will be covering the bartender fee \$120
 - iii. Community trick or treat
 - 1. October 26th 5-6:30 PM Madhatter theme
 - 2. Thanks to all our volunteers!
 - iv. Cookie exchange on December 19
 - 1. Hearth room 11 AM - 5 PM
 - f. Staff Development — Jennifer Zatarski / Michelle Soller
 - i. Met 10/6
 - ii. Determining timeline of events
 - 1. Marathon Lunch 'N' Learn - February 2024
 - 2. Staff Happy Hour- April 2024
 - g. Staff Recognition — Carolyn Simpson
 - i. SEAC Member Spotlight is now in the SEAC Newsletter
 - 1. Thank you to Michael Fenton and Jessica Cavaiani for coordinating
 - ii. Isis Drosos and Dorothy Warner are reviewing and revamping the Employee of the Month Nomination Form
 - iii. We are still discussing the process for a Departmental Recognition Program to be initiated next Academic Year
 - iv. September Employee of the Month: TBD
- H. Old Business
 - a. None
- I. New Business
 - a. BREAK INTO SMALL GROUPS
 - i. Topic of the day: SEAC's top initiatives/work for President's Council presentation
 - 1. Uplift & give a voice to staff members

2. Support staff members – meet with employee & supervisors/appeal process
3. Reputable pipeline to administration – appreciate the hub for direct communication to leadership
4. Opportunity for leadership and development
5. Campus-wide team-building and events
6. Forum for ideas that lead to advocacy

J. Announcements

- a. Next month's guest speaker will be representatives of rpk GROUP
- b. December's guest speaker will be Kristen Knoerzer of IMC
- c. Department announcements?
 - i. Wellness fair (Campus Rec & Wellbeing) 10/18 9 AM - 3:30 PM free to students, faculty and staff and their families
 - ii. Auction at Wesemann Hall 11-2p on October 12th
 - iii. New Employee Orientation/Birthday, Anniv Celebration monthly -> quarterly
 - iv. Educational opportunities (professional development) ideas hosted by HR -> phone & email etiquette, customer service speed networking, conflict resolution, supervisor training (responsibilities if supervisor has someone reporting to you, how to manage employees, department reference list, strengths training)

K. Adjournment

- a. Motion: Sue Kukurugya
- b. Second: Mike Jacob
- c. All in favor - meeting adjourned at ?
 - i. Adjourned at 3:16pm