

Meeting Minutes for April 10, 2019

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During the third meeting, the SUSC started with re-introductions and a short ice breaker, reviewed the group norms, and then each committee gave a short report.

- The **SUSC Leadership Team** (composed of the President, VP and Secretary) shared that they will be meeting regularly approximately twice a month to set the SUSC meeting agendas, develop regular processes for the council, and will meet monthly with VP of HR, Michelle Clements. Additionally, VP Katie Bowler is taking the lead on planning a half day summer retreat.
- The **By-Laws Committee** has met and further developed out a draft of the SUSC By-Laws that was initially started by the steering committee. A draft of the by-laws was added to Canvas and shared with all council members for review and a discussion board about the by-laws was created in order to foster discussion on this topic outside of regular meetings.
- **Communications Committee** has met several times, launched the Canvas site to facilitate internal communications within the SUSC, drafted and then sent the first email update to the all-staff listserv, made many changes to the Staff Council website, and has begun brainstorming questions for the staff survey to collect staff voices to inform and guide our work as a council. A discussion board was created in Canvas to facilitate dialogue around the creation of the staff survey.
- **Inclusion & Community Committee** has met to begin developing priorities, directions and plans, including things like lactation spaces, flexible work schedules, management training, relationship between faculty and staff on campus, but will continue to refine their scope and

priorities as we go on, liaise with HR to determine what work is already being done in this area, and get more data from staff about their concerns/priorities in this area.

- **Professional Development Committee** met and began brainstorming and compiling a list of professional development opportunities already in existence on this campus, want to look at if/how various units around the university do/don't offer funds for PD activities for staff and how those funds are distributed. The PDC also started thinking about questions to add to the staff survey about what kinds of PD opportunities staff would like to see at Seattle U. This committee will meet with Mary Dawson in HR to clarify what policies and opportunities there are for staff PD and what projects relating to PD are in the works already.
- **Review and Compensation Committee** met and began compiling a list of questions they have about the staff performance review process and compensation (such as the timing of the staff evaluation process, evals and merit pay, market adjustments). This committee will bring their questions when they meet with HR to find out more about these processes, and find out what's being done in HR in these areas.
- **Staff Recognition and Appreciation Committee** met to talk about the ways we currently recognize and appreciate staff at SU, how else we might recognize and appreciate staff, and how this new committee might be able to coordinate efforts with the Faculty and Staff Appreciation event planning for next year.

After the committee reports, the SUSC welcomed three members of the Strategic Planning Steering Committee – Stephanie Lewis (Staff, University Core), Henry Louis (Faculty, Electrical Engineering), and Ruth Tressel (Board of Trustees member) – who are focused on faculty and staff engagement in the strategic planning process. Stephanie, Henry and Ruth shared updates about the strategic planning process, and their engagement efforts thus far, and wanted to get

questions and feedback from SUSC members, especially our perceptions on how engaged our constituencies are/have been in the process thus far and how the Strategic Planning steering committee can work with SUSC to continue to engage staff in strategic planning activities moving forward.