

**September 19th, 2013**

**Library 407, 10:00AM**

**Minutes**

1. Call to Order
2. Executive Committee Reports
   1. President, Derek Rodriguez
      1. Thanks to President Fos for catering, Linda Jouet and Carol Lunn for arranging
      2. Staff Council is working with HR on an employee recognition program
         1. Remember to re-build morale on campus we need to each start spreading the word about positive things that are happening
      3. Strategic Planning committee is wrapping up
         1. SACS – websites will be frozen for a month during the SACS review; please update your websites now
            1. **Question from audience:** some departments are on the system prior to Omni Update, some even preceding Dot Net Nuke

How can those departments convert to the new template? i.e. RIS, Music, International students

* 1. Vice-President, Brian McDonald
     1. Attended the Master Planning committee meeting
        1. There will be construction on Lakeshore Drive which affects traffic; please read campus email alerts
        2. There will be a name change in the cafeteria – announcements will be sent to campus
     2. Bylaws committee met
        1. Will send draft of updated by-laws to Staff Council by December
     3. Committee sign-up sheets
        1. Please sign up for a committee – the sheets are on the table by the door
  2. Treasurer, Amanda Green
     1. Closed checking account in Credit Union because cost $2 a month
     2. Savings account in Credit Union has $6.94
     3. Will have table at Benefits Fair next month – if you can volunteer to work the table
  3. Recording Secretary, Carol Lunn
     1. Please remember to sign in; members should sign the members sheet
     2. Now serving on the Strategic Agenda Implementation Committee
        1. Comprised of 3 staff council (Mary Hicks, John Theriot, Carol Lunn), 3 faculty senate and 3 students in addition to Vice Presidents and Deans
           1. First meeting is scheduled for Friday
  4. Corresponding Secretary, Charlann Kable
     1. Sent notices and reminders to campus
     2. Meeting dates for the rest of the year are posted on the website

1. Guest Speakers

**Ranzy Montet, Assistant Vice President, Human Resource Management**

Employee Recognition Program

* + - * When hired, noticed lack of employee recognition program
      * Focus as Assoc. VP for HR is to create a program which is sustainable and can remain vibrant
      * Need buy in from Faculty Senate and Staff Council
      * Will re-start employee of the month/year maybe some new titles like an award for innovation
      * Charity Hospital, where Ranzy previously worked, has a Spirit Committee which did fundraising and events i.e. company picnic and an employee recognition program
      * The goal is to start the recognition program in January; members of the Executive Committee in Staff Council and Faculty Senate have teamed up with HR to work on a policy
      * Ranzy and Paul are going to be sending out a campus survey with the goal of getting input
        + **Question from the audience:** is there any plan to offer flex time

**Answer:** all options to improve morale are on the table and HR is looking at other UL school policies

Performance Management System

* + - * Classified employees have been evaluated for years as a state requirement
      * Un-classified employees are also now required to have annual evaluations
      * HR will provide training in October
      * When UNO is once again able to issue raises, they will be performance adjustments based on evaluations so we need to get them to be accurate
      * This is a huge priority and Ranzy will provide initial classes

Benefits

The fair will be in October because that is open enrollment

Staff Council will have a table at the benefits fair – contact Amanda Green if you can volunteer at the table

Training

Alisha is developing training starting with mandatory items such as ethics

* + - * + **Question from the audience:** should departments send you a list when their unit completes the online ethics class?

**Answer:** the state sends HR a list of everyone who completes the training

It is great to have departments ensure everyone completes the training and the supervisor may want to ensure they have confirmation, however, nothing needs to be sent to HR

Customer Service

* + - * Will be offering classes

Diversity Training

* + - * EEOC will come to campus to provide training
      * September 25

Smoke Free Campus

* + - * Next year based on state legislature
      * Effective date of August 1, 2014

**Christy Heaton, Associate Director for Orientation and First Year Student Success**

* + - * Strengths Quest (SQ) replaces their old system because it is more user friendly and the terminology is easier to understand
        + This is an assessment tool that focuses on positive strengths; UNO is the first public university to use it in Louisiana but LSU and Loyola now use it
        + SQ is used in University Success and some faculty/staff have taken it
        + The cost for UNO employees is $9.99 because there is a user agreement which allows a discount price; departments can do on a purchase order; Christy has books about the program people can borrow
        + SQ is a Gallup program; commonly used in the corporate work; higher ed is starting to use it more widely

1. Next Meeting – October 24, 2013
2. Adjournment

Staff Council is dedicated to providing the best possible representation for the staff of the university. Our goal is to identify ways to support and enhance the lives of our valued fellow staff. Staff Council welcomes input from the entire university community in order to make the University of New Orleans the best place in the City of New Orleans and the state of Louisiana to work and prosper.