

STAFF COUNCIL REPORT

Matteo Becchi, Chair

November 2012

Key Issues:

- Staff Council Representatives
- Project Team and Committee Work Activities

Staff Council Representatives, 2012-2013

Staff Council Executives

Matteo Becchi (OIT), Chair

Adell Crowe (OCL), Co-Chair

Kathryn Mirance (Athletics), Secretary

Staff Council Membership

Gerick Allen, Senior Applications Developer, Enterprise Systems, OIT

Lena “Josie” Armentrout, Budget & Personnel Specialist, Career Center

Matteo Becchi, Project Manager, Enterprise Systems, OIT

Stephanie Cappucci, Administrative Assistant, Human Resources

Adell Crowe, Coordinator of Media and Communications, Student Activities

Emily Curley, Sustainability Coordinator, Office of Sustainability

David Fletcher, Career Advisor, School of International Service

Sarah Goldberg, Marketing & Recruitment Manager, School of International Service

Elizabeth Horsley, Administrative Coordinator, Public Safety

Hye Lee “Helen” Lee, Zero Waste Coordinator, Facilities Management- Grounds

Kevin Mason, Manager of Investigations, Public Safety

John Mayhan, Space Management Analyst, Office of the University Architect

Paul Miller, Maintenance Service Coordinator, Facilities Management-Admin

Kathryn Mirance, Business Assistant, Athletics & Recreation

Dori O’Donnell, Director, Administration and Financial Operations, School of Professional and Extended Studies

Anna Olsson, Manager of Training, Performance Management and Assessment, CTRL

Jason Poppe, Operations Manager, Athletics and Recreation

Celina Ryan, Coordinator: Business Operations, Office of University Registrar

Tara Sabbagh, Systems Analyst, Washington College of Law

Kristen Sorensen, Assistant to the General Manager, WAMU 88.5

Representatives to Human Resources Project Teams

Benefits Advisory Project Team: Dori O’Donnell

Sustainability Project Team (Climate Action): Josie Armentrout, Jason Poppe and John Mayhan

Dining Services Project Team: Helen Lee, Kathryn Mirance

Disability Compliance Project Team: John Mayhan

PMP Project Team: Matteo Becchi

Sexual Harassment Project Team: Kristen Sorensen

Staff Appreciation Week: Stephanie Cappucci, Adell Crowe

University Council: Matteo Becchi (ex officio as chair)

Representatives to Board of Trustees Committees

Representative to Academic Affairs Committee: Anna Olsson

Representative to Alumni Affairs and Development Committee: Adell Crowe

Representative to Athletics Committee: Elizabeth Horsely

Representative to Campus Life Committee: Helen Lee

2. Project Team and Committee Work

Benefits Advisory Project Team

Staff Council provided input to the development of the changes to HR benefits. Specific benefit changes included adjustments in the health plan and prescription plan.

PMP Project Team

Staff Council has hosted PMP Project Team leads from HR / WLD as an opportunity to weigh in on, provide feedback and reactions to the revamped performance management program through various stages of its development.

3. Activities

Staff Council Survey

Staff Council conducted a survey of all full-time and permanent part-time staff with 640 responses to the survey.

The following are results of highest interest for staff:

- 64% are aware of what Staff Council is and what we do
- *Smoking ban on campus* (25 feet from buildings or smoke free campus)
 - o 77.8% strongly agree/agree to a 25-foot ban
 - o 61.1% strongly agree/agree to a smoke free campus
- *Enough dining options in the summer*
 - o 55% strongly disagree/ disagree
- Staff Council has carried concerns forward to Auxiliary Services for analysis and further discussion:
 - o *Salary scale parking* 70% strongly agree/agree
- The Staff Council Parking and Transportation Committee is conducting discussions with stakeholders:
 - o *Dedicated parking for scooters and motorcycles*; 42% strongly agree/agree
 - o *More dedicated spots for cyclists*; 54% strongly agree/agree
- *Bike repair stations added* to Letts / Anderson Quad, outside Leonard Hall, outside the Library
 - o Office of University Architect is beginning a bike study
- *Participation in AU volunteering* in exchange for an extra day of leave
 - o 67% strongly agree / agree
- Staff Council advertises University service initiatives which allows for tracking of staff participating, which serves as data collection for a policy proposal

Service Initiatives

An eager Service Committee has met several times to plan service projects for the year. One of the first things tackled was compiling a list of all of service opportunities as well as those in the Center for Community Engagement and Service. The following are events currently planned or supported by Staff Council:

1. Oct. 17 Book/Media Swap marketed to all AU faculty and staff with over 40 participants. Unclaimed items were sent to Better World Books which sell books online and support literacy efforts in other countries. (January, April and summer swap are also planned.)
2. Winter Cold-weather Clothing Drive. This is set for November 14th. We'll be collecting winter wear for A Wider Circle.
3. Dollar Challenge running from 10/31 through AU holiday party. Challenging each staff member to give a dollar donation – with proceeds to Martha's Table.
4. MLK Day of Service. We'll be helping the Center for Community Engagement and Service to market to staff. "It's a day ON, Not a day off." The day of service is on a non-work day.
5. Professional Clothing Drive. Around the staff appreciation week we will also be collecting clothing for organizations that help men and women prepare for the workplace. Exact date still being decided.

Annual Fall Reception

The Annual Fall Reception was held on Wednesday, October 31st with approximately 300 staff attendees. President Kerwin addressed the staff on the Budget Planning Cycle activities, the Strategic Plan and Campus Plan. Ann Joiner and Matt Barresi, from Human Resources Benefits and AHealthyU respectively, spoke about the HR Benefits open enrollment changes and upcoming AHealthyU Wellness initiatives. Wayne Wright and Sheila Way, HR WLD, reminded staff of upcoming mid-year review and achievement plan milestones as part of the Revamped Performance Management Program (PMP) and new system deployment, ASuccessfulU. The Staff Council took this opportunity to review the Staff Council Survey results and plans for next steps along with upcoming Service initiatives. Additional support was provided by the American University Garden (staffing a kiosk of fresh produce from the AU Garden) as well as Facilities Management in partnership with the Office of Sustainability (showcasing the new Compost Bins which will be installed across campus over the winter).

Web and Communications

The Staff Council Web and Communications Committee strives to keep the AU Staff community (and the AU community at large) informed of current activities, events and initiatives, as well as providing easy ways to contact and connect with Staff Council and its representatives through the Staff Council website (<http://www.american.edu/staffcouncil>) and Facebook page (<http://www.facebook.com/AUStaffCouncil>).

Human Resources

Additional topics which are being discussed with Human Resources include:

1. The ability for retired staff to maintain their AU email address for life;
2. The ability for staff to be compensated with leave for specific community service initiatives managed through the Center for Community Engagement and Service;
3. An evaluation of the current 'Use It or Lose It' annual leave deadline, which currently coincides with the fiscal close and end of the academic year;
4. Last minute/emergency day-care plans for staff through the Child Development Center.