STAFF COUNCIL REPORT
Matteo Becchi, Chair
February 2013

Key Issues:

- Staff Council Representatives
- Project Team and Committee Work Activities

1. 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, Talent Management Systems Specialist, 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, Facilities Training Coordinator, Human Resources
Tara Sabbagh, Systems Analyst, Washington College of Law
Kristen Sorensen, Assistant to the General Manager, WAMU 88.5

Representatives to External Committees:

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, David Fletcher
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)

Budget Planning Committee: Matteo Becchi
Smoke and Tobacco Free Campus Project Team: Matteo Becchi (Steering Committee), Tara Sabbagh (Health and Wellness Committee), Elizabeth Horsley (Enforcement Committee), Emily Curley (Facilities Committee), Anna Olsson (Communication Committee)
Middle States Reaccreditation Committee: Matteo Becchi
Faculty / Staff Campaign Committee: Matteo Becchi

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 / Adell Crowe

2. External Project Team and Committee Work

Benefits Advisory Project Team / Work-life Balance Taskforce
The Benefits Advisory Project Team provided input and recommendations to the University in important areas such as medical plan changes, retirement plans, wellness program activities, and Work/Life balance options for the faculty and staff. In collaboration with the Work/Life Balance Taskforce, representatives of staff council serve on both project teams to review current work/life benefits offered at peer institutions, determine the current needs at American University, and evaluate national vendors offering Emergency Child/Elder care.

Dining Services Project Team
Staff Council Representatives to the Dining Services Project Team are participating in a comprehensive review of dining services offered on campus. Staff Council co-sponsored an Open Forum with the Dining Services Project Team on January 29th, 2013. The open forum was open to Faculty, Staff and Students and gave the campus community an opportunity to share ideas and concerns that should be considered when evaluating dining services currently available on campus and new opportunities that may be presented as the campus plan develops.

Sustainability Project Team
The Sustainability Team, made up of students, faculty, and staff, has been guiding development and implementation of a multi-year, overarching Sustainability Plan that integrates education and research, facilities and operations, as well as planning, administration and engagement. A draft of the plan is currently under review by university administration and will be published soon.

3. Activities

Service Initiatives
The "Can You Help?" Dollar Drive Campaign raised $580.80 for Martha's Table (http://www.marthastable.org/). The November, 2012, Winter Wear Drive collected 50 coats and 7 boxes filled with hats, gloves and scarves. A second Winter Wear Drive held in January, 2013, collected 8 large bags of coats and warm clothing. All collections were donated to A Wider Circle (http://awidercircle.org/). Staff Council will host its second Book & Media Swap on Wednesday February 6th in Bender Arena Lobby; we anticipate another great turnout. Staff Council will host a third Book & Media Swap during Staff Appreciation Week (May, 2013) as well as a

Professional Clothing Drive to benefit a local non-profit organization which helps community members start or enhance their careers.

Parking and Transportation Committee

The Staff Council Parking and Transportation committee continued to push for changes identified as important in Staff Council's 2011 Staff Survey (sent to all AU staff). The committee hosted Vehicle Maintenance & Support Services and Vehicle Operations and Maintenance leadership to discuss staff feedback on shuttle operations and bicycle facilities, and to review updates on improvements implemented as a direct result of staff survey feedback. The committee also hosted meetings with Parking & Traffic Services and Administrative Services leadership members to share staff attitudes around parking rates, availability, and procedures, and to review parking updates relating to construction activities, good neighbor policies, and other developments. Both of these meetings also educated Staff Council members on parking and transportation topics such as how shuttles are scheduled and how parking is enforced, enabling Staff Council members to better inform and answer their respective constituent questions.

Web and Communications

The Web and Communications Committee has focused on building a solid Staff Council presence and encouraging widespread participation across the AU Community by:

- Establishing standardized messaging (formatting, language and branding) for use in all communications to our constituencies (e-mails, FourWinds Monitors, Portal, web and Facebook)
- Increasing fan base and viewership on our Facebook page: www.facebook.com/AUStaffCouncil
- Publishing the Staff Council Summer and Winter Newsletters (the Winter Newsletter should be available end of February, 2013: http://www.american.edu/staffcouncil/)

Policy and Procedures

Staff Council adopted an amendment proposed to update the Bylaws, Article VI. Article VI Attendance, has been renamed to "Attendance and Participation" and now includes Section 4 which outlines that each Council member is required to complete a minimum of 2.5 service hours at Staff Council Events (Book/Media Swaps, Winter Wear Drive, Dollar Drive collection, etc). Service hours will be tracked by the Service Committee Chair and the Council Secretary. The changes were accepted unanimously by staff council.

Human Resources

Topics which continue to be 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 (Volunteerism Exchange);
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.