

## STAFF COUNCIL REPORT

Matteo Becchi, Chair

May 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

**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

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

**Elizabeth Komoroski**, Senior Administrative Assistant, Office of the Dean, SOC

**Rachel Leshner**, Prospect Research Analyst, WAMU

**Kevin Mason**, Manager of Investigations, Public Safety

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

**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

**Jawee Perla**, Senior International Student Advisor, International Student and Scholar Services

**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, John Mayhan

**Dining Services Project Team:** Kathryn Mirance, David Fletcher

**Disability Compliance Project Team:** John Mayhan

**PMP Project Team:** Matteo Becchi

**Sexual Harassment Project Team:** Kristen Sorensen

**Staff Appreciation Week:** 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), 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:** Matteo Becchi

**Representative to Campus Life Committee:** Adell Crowe

## **2. External Project Team and Committee Work**

*Benefits Advisory Project Team / Work-life Balance Taskforce*

The Family Work Life Balance Task Force was created by Provost Scott Bass and the Faculty Senate in November, 2012, to review, investigate and make recommendations on University services and practices on issues of child, spousal, family and elder care. Task Force included members of the faculty as well as Advisory members from Human Resources and Staff Council. The Task Force has made great progress in reviewing work life benefits provided by other regional institutions, child care and elder care options that fit the needs of the American University community, and other options that will assist the University in creating an attractive work life balance culture that will assist in both the retention and recruitment of high caliber faculty and staff.

The task force is in the final stages of revising a memorandum outlining recommendations for the Provost and Faculty Senate addressing the following issues:

- Emergency back-up care for children, spouses/partners and parents of faculty;
- Lactation rooms across campus;
- Updates to the Faculty Manual addressing pre-tenure faculty's request for extension of time for a tenure consideration;
- Clear, easily accessible web portal describing in detail the work life programs available to faculty;
- Development of a survey of the faculty to better understand the work life balance issues that faculty face;
- A review of child care opportunities on campus and in the region;
- A final recommendation will be forthcoming from the Family Work Life Balance Task.

*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 Representatives participated in site visits to evaluate dining services at other colleges and universities. A recommendation on how to proceed with the dining services contract was made to auxiliary services.

### **3. Activities**

#### *Outreach*

Staff Council invites departments across campus as guest speakers to our bi-monthly meetings, in the interest of knowledge-sharing and establishing connections with SC and a cross section of AU departments and divisions. Guest speakers have included WAMU, HR(PMP effort), Office of Diversity and Inclusion, Special Events (including Commencement Activities), HR Tuition Remission Benefits so far.

#### *Service Initiatives*

Staff Council hosted its second Book & Media Swap on Wednesday February 6th in Bender Arena Lobby; over 10 boxes of books were donated to Better World Books. 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.

#### *Web and Communications*

The Web and Communications Committee continues to focus on building a solid Staff Council presence and encouraging widespread participation within the council and across the AU Community by:

- Establishing a clear purpose and structure for the committee, and the roles needed to make the committee successful moving forward, to include:
  - o A Chair
  - o A Website Lead
  - o A SharePoint Lead
  - o A Social Media Lead
  - o A Newsletter Lead
- Increasing fan base and viewership on our Facebook page:  
[www.facebook.com/AUStaffCouncil](http://www.facebook.com/AUStaffCouncil)
- Increasing the number of postings to the Facebook page to at least one per business day;
- Capturing and posting photos of staff at various events, including the Social Media Summit and Campus Beautification Day

#### *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;
5. Tax exemption for work-related tuition remission