

STAFF COUNCIL REPORT

Matteo Becchi, Chair

**Key Issues: Staff Council Representatives * Project Team and Committee Work
* Activities**

1. Staff Council Representatives, 2013-2014

Staff Council Executives

Matteo Becchi (OIT), Chair

Celina Ryan (Facilities / HR), Co-Chair

Emily Curley (Office of Sustainability, VPF&T), Secretary

Staff Council Membership

Elyas Abubakr, International Student Advisor, International Student and Scholar Services

Matteo Becchi, Project Manager, Enterprise Systems, OIT

Andrea Carpenter, Career Management Advisor, Kogod Center for Career Development

Anna Castro, Administrative Assistant, Department of Justice, Law and Criminology, SPA

Emily Curley, Sustainability Coordinator, Office of Sustainability

David Fletcher, Career Advisor, School of International Service

James Helms, Administrative Assistant, Department of Government, SPA

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

Rachel Leshner, Prospect Research Analyst, WAMU

Jeremy Lowe, Acting Associate Director of Admissions

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

Rena Munster, Designer, University Communications & Marketing

Paula Palhus, Assistant Director, Data Reporting & Analysis, Office of Development and Alumni Relations

Valerie Rauenzahn, Graduate Programs Coordinator, School of Education, Teaching and Health

Celina Ryan, Facilities Training Coordinator, Human Resources

Tara Sabbagh, Associate Registrar, Student Information Systems, Office of University Registrar

Adrian Sanchez, Systems Coordinator, Career Center

Kristen Sorensen, Assistant to the General Manager, WAMU 88.5

Sean Wilson, Support Services Associate, Facilities Management

2. Project Team and Committee Work

Representatives to External Committees:

Benefits Advisory Project Team: Tara Sabbagh

Disability Compliance Project Team: John Mayhan

Sexual Harassment and Prevention Project Team: Vacant

Staff Appreciation Week: Valerie Rauenzahn

Campus Beautification Committee: Valerie Rauenzahn

University Council: Matteo Becchi (ex officio as chair)

Faculty Senate Representative: Vacant

Representatives to Board of Trustees Committees:

Representative to Academic Affairs Committee: Jeremy Lowe

Representative to Alumni Affairs and Development Committee: Elyas Abubakr

Representative to Athletics Committee: Jeremy Lowe

Representative to Campus Life Committee: Celina Ryan

3. Activities

Outreach

Staff Council invites departments across campus as guest speakers to our semi-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 HR Benefits, AU Dining Services, Middle States Reaccreditation Steering Committee, University Communications and Marketing so far.

Service Initiatives

Staff Council hosted its first Book, Media and Supply Swap (a first time addition to this event) on Wednesday October 16th in Bender Arena Lobby; over 6 boxes of books were donated to Better World Books. 43 boxes of office supplies were recycled during AU's National Recycling Day. Staff Council will host a second Book & Media Swap in Spring 2014.

The Staff Council Annual Dollar Drive commenced on November 6 at the 2013 Staff Fall Luncheon. \$580 was collected and will support Martha's Table charitable programs. A winter-wear drive is currently going on with items to be donated to A Wider Circle. Additionally, as well as a Professional Clothing Drive to benefit a local non-profit organization which helps community members start or enhance their careers.

Fall Luncheon

Over 400 staff members attended the annual Staff Council Fall Luncheon on Wednesday, Nov. 6th. Presentation topics included AU sustainability initiatives, upcoming dining service changes and new retail offerings. Staff Council also collected survey responses from staff and conducted an interactive "world café" discussion session during the luncheon (which is a type of focus group exercise) to generate live discussions and additional feedback and ideas.

Web and Communications

The Web and Communications Committee, tasked with administering the website, social media and crafting outgoing communications from the Council to the AU community worked hard in 2013 to improve Council branding, reputation build and educate/inform AU staffers on the Council. In fall 2013, the committee conducted a major restructuring and rewrite of its <http://www.american.edu/staffcouncil> website for a more thorough and updated description of Staff Council's campus mission and activities. We are incredibly proud of this achievement.

Additionally, in 2013, the committee produced:

- Ten campus communication packages for Staff Council initiatives and events;
- Produced a Staff Council information postcard to be distributed campus-wide at HR orientation;
- Produced an AU web “tout” which is a specific type of internal advertisement which promotes Staff Council’s work to staff audiences on relevant, selected AU microsites
- Four contests based around Staff Council events. Due to these contests, we have increased our number of Facebook fans by 100 people.

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. Last minute/emergency day-care plans for staff (achieved January 2014)
3. Tax exemption for work-related tuition remission