

**Genesee Staff Council
Minutes: March 6, 2020**

Attendees: **Chairs:** Marc Seigfred **Members:** Melinda Adelman, Chris Apple, Rani Bhagwat, Kristi Brock, James Chudyk, Laurel Contomanolis, Theresa Danylak, Robert De Leon, Sherri Gunter, Yennifer Hernandez, Janelle Kohlman, Dawn Marshall-Hosier, Michael Osadciw, Amanda Sharpe, Anthony Siragusa, Jon Spenard, Matt Spielmann, Alexander Pita, David VanWey, Andrea Walton, Rich Wattie, James Wentworth, Paul Wlosinski, Leslie Zornow **Not Present:** Catherine Caiazza, Celeste Cooper, Kari Kofka, John McIntyre, Katie Papas **Ex Officio Members:** Terra Buttram, Maggie Cousin, Eleanor Oi, Leah Stormo-Soles **Guests:** Michelle Lewis

Introductions and announcements: Marc Seigfred, Co-Chair

Meeting minutes approval: minutes from February 14, 2020 - motion from Leslie Zornow, second from Kristi Brock, minutes approved by unanimous consent.

Announcement: Council member Matt Spielmann has requested and been added to the Hirst Lounge Advisory Committee at Wilson Commons.

Review proposed committees and recommendations: Marc reviewed the scope of current and proposed GSC committees for member approval. Every effort will be made to involve each staff member in at least one committee based on their preference.

Proposed committees

- **Employee Engagement Committee**
 - The scope of the committee would be broad enough to tackle multiple issues that impact employee engagement and morale.
 - It would be an ongoing committee, which would investigate different topics like staff recognition and awards.
 - The approach would be to investigate what is being done now, see what's working and what's not, and then make recommendations to GSC.
 - **Motion to approve** by Amanda Sharpe, seconded by Anthony Siragusa. Approved by unanimous consent.

- **Professional Development Committee**
 - The scope of the committee is to recommend ways that staff could have greater access to professional and leadership development opportunities.
 - The approach would be to:
 - Survey current staff to identify and focus the issue, and benchmark peer institutions' and higher Ed associations' staff professional development programs.
 - Investigate current UR resources and programs available to staff (including potential partnerships with existing resources such as Warner School's programs),
 - Conduct a gap analysis on the research.
 - Make recommendations, if warranted.

- **Motion to approve** by Rich Wattie, second by Robert DeLeon. Approved by unanimous consent.
- **Job Description Committee**
 - This committee’s scope cannot be determined until University HR begins actively updating staff job descriptions and we determine the best role for GSC representation. The overall goal, however, is to ensure that staff have a voice in this process. It was recommended that this committee be tabled until we have more information. Paul has been charged to continue to keep track of the HR project, and propose when the committee should begin.
 - If members are interested in participating in the future they were instructed to add “job descriptions” on the “other” line of their committee selection form.

Existing committees

- **Bylaws Committee** (Chair –Amanda Sharpe)
 - Status: Open
 - Scope:
 - Annually review Council bylaws, including membership allocation
 - Propose changes to the Council bylaws as necessary
 - Current membership: Amanda (Chair), Anthony, James, Marc, Paul, Eleanor*

- **Communications Committee** (Co-chairs -Theresa Danylak & Katie Papas)
 - Status: Full
 - Scope:
 - Develop/advise on common language and topics for Council communications
 - Help frame surveys, town halls, feedback questions to foster consistency and usability
 - Coordinate broad communications (either from GSC as a whole or district representatives)
 - Collaborate with Executive Committee (and other formed committees) to prepare annual report
 - Curate content for web presence, newsletters, social media
 - Current membership: Katie (Co-chair), Theresa (Co-chair), Alex, Andrea, Marc, Melinda, Michael

- **Election Committee**
 - Status: Open
 - Scope:
 - Oversee the election process and is composed of members not seeking election
 - Report directly to the Co-chairs and certifies and announces the results of elections
 - Current membership: Eleanor*

- **Executive Committee** (Co-chairs-Cathy Caiazza& Marc Seigfred)
 - Status: Full
 - Scope: Lead the development of agendas, planning and organization of work.
 - Current membership: Cathy Caiazza, Marc Seigfred, Chris Apple, John McIntyre, Leah Stormo-Soles, Eleanor Oi*

*Parliamentarian is a standing member of Bylaws and Election committees.

After each committee was reviewed by GSC, each member was asked to submit their top two choices for committee participation. Committee assignment will be communicated prior to the next meeting.

Members were also invited to submit proposal for future committees at any time in the future. Proposals should be submitted to the Executive Committee and contain the following information:

- Members (min. 4, max. 8)
- Goal(s)
- Scope
- Resources requested

Some ideas from previous meetings included: Accessibility, Policy, and Salary & Wage Compression

Team building exercise: Eleanor Oi

Members participated in an “Either-Or” exercise designed to discover commonalities. Each member was asked to “brag” about something in their life they are doing well, or excelling at life.

Speaker: The 7 Habits of Highly Effective People

- **Guest:** Michelle Lewis, Staff Development Coordinator, University Facilities highlighting Maturity Mindset and Finding Win-Wins

Paradigms—See (how you see things- which can change)

Practices—Do (what you do, your behaviors, and what you can change)

Results—Get (the outcomes)

When thinking about why things happen, we often focus on the external focuses, but the 7 habits are all about thinking about the internal forces.

Dependence→ Independence→ Interdependence

- Dependency requires assistance. You need help, and if something goes wrong, you can point to the support you did not get. (Example: Little Kids)
- **Habit 1- Be Proactive:** The habit of personal responsibility
 - Video “Carry Your Own Weather”
 - Your life is a result of your own actions and reactions, not your conditions
 - The last human freedom-- the power to choose your responses
 - Between stimulus and response-- man has the freedom to choose.



Q&A presentation feedback – Notecards, questions, future speakers: (Marc)

- The notecards are good, but it doesn't allow us to finish the topic. Sometimes a notecard will lead to three more questions, so it leaves lots of unfinished topics.
- Perhaps still have the notecards, but then allow two follow-up questions to provide a fuller development of the topic
- A positive of the notecards is that it allows everyone to ask questions so that no one person or topic can dominate.
- If there are cards that we don't get to, then we do need the follow-up after the fact so that all of the questions get answered.
- If we have guest speakers, ask them to share presentation materials before the meeting, then give 5-10 minutes for highlights or presentation. This would allow us to have more discussion.
- More information about Parking would be helpful; clarification for people about the pricing, why do we have to pay, why do buses stop over the summer when we still pay for parking.
- Do we need GSC reps on the following committees:
 - Parking advisory committee
 - Transportation advisory committee
- What are the key themes or topics we want to focus on, that best reflect what our constituents are feeling.

- The current power structure, of having someone come to give us the information we don't have is a backward dynamic. Can we change that dynamic to get more useful dialogue happening with the leadership so that we can balance the power better?

General Discussion

- How do our HR ex-Officio members work with HR leadership?
 - Terra supports the group by prepping potential presenters/guests with the context and framing of how the GSC would best receive the information
 - Leah works more directly with Tony and has been following up on questions and issues that have arisen in staff council.
- Our “real world” experiences of how policies turn into practices are the most important information we can bring to the senior leadership.
- If there is a need for a more urgent issue for the council to make a statement, maybe we will do that separately from our monthly minutes.

With no further business, the meeting was adjourned at 12:00 p.m.

Next meeting 4/3/20 –College Town 2007