**Staff Work Life Committee Minutes**

**Thursday, January 20, 2022**

**1:00 p.m. (Zoom)**

 Attendance: Rita Mannelli, Jon Fleming, Stacey Stehle, Lynne Vick, Valarie Wilson,

Colleen Leonard, *ex officio,* Patrick Richey, *ex officio*, Cathy Stevens, *ex officio*

 Absent: Jazzmyn Ivery-Robinson and Thomas Keilman

 Guests: Judith Baker and Jamie Fazio, Administrative Council Co-Chair

 Note to File: No meeting was held for December.

The meeting was called to order by Chair Rita Mannelli at 1:00 p.m.

At the November 18th meeting, Rita informed the committee that she had invited the co-chairs of the Administrative Council, Judith Baker and Jamie Fazio to help us better understand the concept of shared governance and the Administrative Council.

At this meeting, Judy Baker shared the Administrative Council’s charge and a list of Initiatives they have been working on since summer of 2020:

**Administrative Council’s charge:**

*The Administrators Council will be an advisory group to the President and Vice Presidents whose members serve as information conduits between administrative units of the College and senior level leadership.  The members of the Administrators Council will be champions and leaders of change and implementation both within their areas of oversight as well as areas in which they and their staff’s work in collaboration with others.  Council members will be informed of and contribute to issues at an institutional level regarding:*

* *strategic planning and initiatives,*
* *environmental impacts on higher education in relationship to Nazareth, and*
* *continuous cultivation of creativity, innovation, and collaboration.*

**List of initiatives that have been worked on since summer 2020:**

* C&B Sense of Belonging Audit (July 2020)
* CUPA-HR Diversity, Equity, and Inclusion (DEI) Maturity Index (September 2020)
* Campus Pride Index Audit (November 2020)
* Discussion about creating more engaging job descriptions (September 2021)
* Beginning discussions: Shared Governance (Fall 2021)
* The Administrative Council was formed in the summer of 2020. The membership are director level (Administrative Staff) and are nominated by the vice presidents of each division. The membership is a two year term commitment.
* To build bridges with the group: Faculty/Staff/Students
* Projects are directed by the president
* To share ideas and resources with the goal of working together to best serve the staff of Nazareth College.

The committee thanked Judy Baker and Jamie Fazio for their presentation.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Erminda Hugh