

**Bellarmino University**  
**Staff Council Meeting Minutes**  
**February 6, 2018**

Ms. Melanie Brunson began the meeting by introducing two speakers in attendance, Dr. Jean Lamont and Mr. Eric Satterly.

Mr. Bryan Hamann moved to approve the minutes from the previous Staff Council meeting, Mr. Walter Parker seconded the motion, and then the minutes were approved.

Dr. Lamont briefed the Staff Council on the work Faculty Council has been doing on reviewing Bellarmine's current parental leave policy. Dr. Lamont shared that they are only looking at the policy and how it applies to faculty and their teaching schedules rather than how the policy is applied to staff because most staff members do not teach classes. Faculty Council is hoping to change the parental leave policy for faculty so that faculty members can take the entire semester off whenever they have a child due or will be adopting a child. Dr. Lamont commented that this is how many universities' parental leave policies are for faculty, including Loyola Maryland's, because it can be a burden to both students and faculty when a faculty member goes on parental leave mid-semester. Some universities' policies are for a fully paid semester off, whereas some are only for a 2/3 paid semester off. Dr. Lamont explained that a survey has been created and approved by Faculty Council to be administered to the faculty, but that it could easily be adapted for staff members if Staff Council would like to administer it to staff.

Ms. Lynn Bynum explained that currently faculty members receive 22 sick days each year, and staff members receive 15 sick days per year. Ms. Bynum clarified that the FMLA policy is a federally-mandated policy of 12 weeks unpaid leave for a birth or adoption of a child, for a family member the employee needs to take care of, or if the employee has any medical issues themselves. This is separate from Bellarmine's parental leave policy of 2 weeks paid leave for only the birth or adoption of a child.

Mr. Eric Satterly then gave a presentation on the Strategic Planning Committee. Mr. Satterly explained that the Strategic Plan will be completed in the spring of 2019 and will essentially be a 5-7 year road map. The Strategic Plan will clarify and affirm Bellarmine's long-term vision, strategies, and goals. Several meetings have already occurred, and the Committee has divided into four different research groups in order to identify broader themes. The four research groups are SWOT, which is collecting information internally on campus; Environmental Scan, which is collecting information externally; Open Forum, which is sharing information with the campus community; and Survey, which is working to quantify the information.

Mr. Satterly shared the upcoming Open Forum Events: Faculty/Staff focused ones will be on 2/15 and 2/20 in Hilary's at 11:00am; Student focused ones will be on 2/20 in Palio at 8:00pm and on 2/22 in Frazier Hall at 11:00am. Mr. Satterly asked the Staff Council to spread the word about the Open Forums, to attend the Open Forums, submit any ideas through the online form, and to visit the Strategic Planning website at <https://www.bellarmino.edu/strategic-planning/>. Mr. Satterly also asked that everyone be thinking about what makes Bellarmine great, what does a successful Bellarmine look like in 2023, and what are a few opportunities and/or challenges

Bellarmino must consider as we move through this process. Mr. Satterly ended by explaining that in the fall of 2018, there will be a huge campus involvement needed when working groups are formed.

Ms. Brunson then shared that Mr. Brian Atkinson has been elected as the new Vice-Chair of Staff Council. She also shared that she will be sending to Dr. Donovan the updated Staff Council Bylaws for her approval. Ms. Brunson encouraged Council members to sign up for committee assignments. The committees are Staff Development/Social and Community Activities Committee, Communications Committee, and Employee Affairs/Benefits Committee. If Council members would like to have longer to consider the committees, they are also welcome to email Ms. Brunson instead.

Ms. Kate Brabandt gave an update on the work the Employee Affairs/Benefits Committee has already done, which was contacting Bellarmino's peer institutions to research their parental leave policies. The Committee found that many schools do not have a parental leave policy, which is unlike Bellarmino's two weeks paid parental leave policy.

Ms. Brunson ended the meeting thanking everyone for their time.

**In attendance:**

Brian Atkinson  
Bridget Babcock  
Calene Baldwin  
Kate Brabandt  
Melanie Brunson  
Lynn Bynum  
Sean Campbell  
Kim Connell  
Pat Coons  
Sarah Davis  
Jeremy Doyle  
Bryan Hamann  
Walter Parker  
Tammy Uchida  
Emily Werner  
Jean Lamont  
Eric Satterly