Staff Council Committees [Effective June 1, 2019]

By-Laws:
The Loyola University Maryland Staff Council represents the interest and concerns of all levels of non-exempt personnel employed by the University in accordance with current regulations. It provides a forum for discussion, recommendations, and voting on matters involving staff and the welfare of the University. Staff Council supports the University with the knowledge, skills, and abilities of the staff, and participates in the review and implementation of the University’s policies which affect staff. In the interest of staff, the Council participates in the development of policies concerning the general operation of the University. The Council forms subcommittees to consider these and other matters raised by staff members. The committees convene to study challenges, propose and pursue special projects, make recommendations on specific actions and present timely information to the Council. The 2019-2020 term for service runs from June 1, 2019 through May 31, 2020. The 2020-2021 term for service runs June 1, 2020 through May 31, 2021.

Officer
Chair, Staff Council Leadership Team:
Lead and direct the Staff Council leadership team, be the designated representative to speak on behalf of the Staff Council with the University community. Maintain an open communication line with the University community. Maintain a list of all governance and other committees on campus with staff representation. Notify newly elected officers and committee representatives of their responsibilities including term elected. Maintain an open communication line with all committee representatives. Coordinate the business agenda of the Staff Council as approved by the Staff Council Leadership Team and attend the meetings. Prepare an agenda for all meetings and submit to corresponding secretary for distribution to all appropriate team members. Reserve rooms for all meetings. Maintain the Staff Council budget. Give leadership team members or appointed designee sufficient preparation time to report and update the Staff Council on committee work and projects.

Term: The Chair of the Staff Council Leadership Team was approved by the Staff Council on 9/19/2018.

Term: two year consecutive term, unlimited.
Elaine Edelstein, x2921 (1st Year)
COMMITTEES REPORTING TO LOYOLA CONFERENCE

Loyola Conference Representative:
The mandate of this body is to address University-wide issues, especially those dealing with mission, planning, resource allocation (human, physical and monetary), and the monitoring of progress towards goals. This agency manifests the University’s recognition of the need for a joint effort in certain crucial areas, such as those delineated in the AAUP-ACE-AGBUC’s Joint Statement on Government of Colleges and Universities (Section II). All faculty, administrators, staff, and students have legitimate interest in how University-wide issues are addressed and can contribute to their constructive resolution. Thus, all have representatives in the Conference.

Term: two year consecutive term, unlimited.
Margaret Daley X2464 (1st year)
Shelia Glee X2200 (1st year)

Budget Committee Representative:
This committee assumes responsibility for establishing the annual budget assumptions and priorities, reviewing these assumptions and priorities to the University’s long-range strategic plan, and drafting the University’s budget (including recommendations for tuition, employee compensation, and transfers to and from the endowment). The committee reports annually, in writing, to the Conference.

Term: two year consecutive term, unlimited.
Margaret Daley X2464 (1st year)
Shelia Glee X2200 (1st year)

Compensation and Benefits Committee:
The committee advises the Assistant Vice President for Human Resources and the Loyola Conference from the constituents’ perspective about compensation (for staff and administration) and benefits (for all employees) goals, the allocation of resources to meet those goals, and the monitoring of progress toward the achievement of those goals. The committee reports annually, in writing, to the Conference.

Term: two year consecutive term, unlimited
Emma Ditzel, x2768 (1st year)
Sandra Dargakis, x2328 (1st year)

Facilities Use Committee
The committee reviews and makes recommendations of guidelines on priority of usage and conflicts of facilities, including parking, at all 3 campuses. The committee reports annually, in writing, to the Conference. The committee may form subcommittees or working groups to plan/oversee/study particular projects.

Term: two year consecutive term, unlimited.
Diane Austin, x1351 (1st Year)
Paul Trent, x2200 (1st Year)
Grievance Panel
The Panel reviews and seeks resolutions to complaints of violation, misinterpretation or misapplication of published University policies and regular practices. If a hearing does take place, members would be responsible for listening to each side’s point of view, reviewing evidence, and making a final determination on the case. The terms of members shall be three years, and shall be staggered so that one member from each group is elected each year. If a seat becomes vacant, there shall be a special election to complete the unexpired part of the term.

Term: Three Years staggered, unlimited.
Pearl Crowley, x2818 (3rd year)
Patricia A. Hamlet, x5010 (2nd year)-fulfilling term of Candra V. Healy
Joanna Alexander, x5184 (1st year)

Sustainability Committee
The Committee helps to set the University’s sustainability goals and evaluate the progress toward those goals. The committee reviews and advises the University on current and proposed projects and policies related to sustainability. The committee determines ways to increase environmental awareness and education by fostering a dialogue between operations, teaching, research and student engagement around the issue of sustainability and justice. The committee ensures that the sustainability efforts of the University are being appropriately publicized.

Term: Two years, unlimited.
Jennifer Sullivan, x5572 (2nd year)
Taylor Casalena, x2421 (1st year)

Technology Services Committee
Faculty on this committee are appointed by the membership Committee of the Faculty Council. Students are appointed by the Student Government Association and staff is elected by Staff Council. Its function is to consider ways to encourage and facilitate use of technology for instruction, research, and administration, as well as informing the University community of the capabilities, limitations and changes in information technology.

Term: two year consecutive term, unlimited.
Marcia Wann, x2311 (2nd year)

Advisory Committees

ADA Compliance Team
The charge of the team is to identify, review, assess, and advocate for changes in the areas of our policies, programs, practices, and services in order to ensure compliance with the ADA and other laws. It is chaired by the Director of Disability Support Services.

Term: two year consecutive term, unlimited.
Sandra Dargakis x2328 (2nd year)
Education for Life Committee
The committee reviews requests and allocates funds in support of educational initiatives designed to promote Student learning outside the classroom.

Term: two year consecutive term, unlimited
Molly Cochran, x2464 (1st year)

Environmental Health and Safety
The committee reviews issues and establishes procedures and policies of general concern with regard to the safety of person and property. The committee makes recommendations to the Loyola Executive Committee or other appropriate authority to eliminate or minimize safety or environmental hazards incurred throughout the Loyola University Community. Members include two faculty selected by the Faculty Affairs Committee, one Staff member, and one student. Ex-officio: Director of Environmental Health and Safety; University’s Risk Manager; Assistant VP for Human Resources. Co-chairs: the Director of Environmental Health and Safety and the University’s Risk Manager.

Term: two year consecutive term, unlimited.
Eric Bell, x5010 (1st year)

APPOINTED POSITIONS

Recording Secretary:
Attend all Staff Council meetings. Take and transcribe the minutes of Staff Council meetings and forward the minutes to the chair and vice chair within one week after the meeting for review and comments. Verify reports from the committee representatives for additions or corrections before being documented in the Staff Council minutes. Record names of attendees at all meetings. Position reports to Chair of the Staff Council.

Term: two year consecutive term, unlimited.
Michele Herget, x5310 (1st year)

Technology Coordinator: (appointed by Chair)
Attend all Staff Council meetings. Coordinate technology requirements for Staff Council meetings with Technology Services on all campuses; and assist guest speakers with presentations and technology needs as requested. Position reports to Chair of the Staff Council.

Term: two year consecutive term, unlimited.
Pearl Crowley, x2818 (1st year)