

Staff Council Executive Committee

Wednesday, Aug. 12, 2015

AGENDA

1. Approve Minutes of last Exec. Committee Meeting - Approved
2. Committee Updates
 - a. USPG – No update, however there is a small group of individuals (mostly upper level... VPs) who are meeting outside of normal meetings and doing work without informing the larger group (transparency concerns). It does not appear that it is far along. All public worked ceased at the end of the Academic Year, when faculty left for the summer. No future meetings have been planned. Goal is to have the Board of Directors to approve the Strategic Plan in December 2015.
 - b. Staff Development – Administrative professionals networking forum was on Monday. Committee had consulted on the agenda for the forum. Staff asked very good questions. E-mail was sent for evaluation of the forum. There was confusion as to who was invited to this. Additional discussion about bringing speakers to campus. Next committee meeting is 8/13/15.
 - c. Communication – E-mail template for the newsletter is in good shape, just a few tweaks. Need a name for the e-newsletter (will be a contest). Lead story will most likely be the HR department and its overhaul. First issue will go out in September. Ideas for e-newsletter... staff support of Streak Week. Welcome to new employees (dating back to June 1). Highlight Homecoming & Family Weekend – Talent Show (Staff invited). Upcoming sports events/tickets for staff and family.
 - d. HR Policy Review – Four policies (all existing policies) were posted to Basecamp. A few comments have already been submitted. Need to hone the process of review. Will meet Wednesday, August 19 to discuss. Process will be complicated when things need to go through faculty. What is the threshold for their involvement in the process? New policies are probably a few months away.
 - e. Mission, Advocacy and Orientation – Finalized everything for Campus Colleague Program (26 current employees signed up). HR indicates we typically hire about 35 people per year. Not current term for those who signed up. Committee will come up with an assessment/survey for those involved (both new employees and current ones). Next meeting will focus on Mission portion of committee charge.
 - f. Homecoming – Door decorating competition and tailgate on Saturday of Homecoming
 - g. Community Building – Gladiators Game had 46 tickets taken, 33 people at happy hour, Swenson's on 8/13/15. Working on an event at RHA Halloween for Staff families. STAR program has been put on indefinite hold because they would like to get faculty involved with it.

Additionally, Staff Council will develop a meaningful staff recognition program outside of the STAR program.

- h. Membership, Governance and Finance - Debbie Nixon has been nominated (approved). For August 19th, figure out which committee members are serving 1 ½ years or 2 ½ years terms. Budget, where are we with the preliminary budget. Budget should be placed in Basecamp with declining balances.
3. Agenda items for Aug. 19 Staff Council meeting
 - a. See below as well as Belvoir Parking Lot status
 - b. Comment – Staff Council feels formal – no real discussion and room set is a concern (square room set)
 - i. Encourage feedback from Staff Council members
 - ii. Can we have a Staff Council Retreat
 - iii. Do committee members have enough to do outside of committee work?
 - iv. Serving as Staff Council ambassadors – encourage the elected members to reach out to staff members to attend events.
4. New Business
 - a. Great Places to Work Committee
 - i. Alex to speak at Staff Meeting (Sept. 23)

August 19 Staff Council Proposed Agenda

1. University Staff Open Forum
 - a. Submitted items:
 - i. Retirement & Sick Pay
 - ii. Taping/Streaming of Uni. Events such as Convocation
2. Approval of Minutes
3. Committee Reports
 - a. University Committee Reports
 - i. ULC – Kevin Hatgas
 - ii. Budget Committee – David Wong
 - iii. USPG – Mary Ann Hanicak
 - iv. Great Places Review Committee – Eric Eickhoff
 - v. HR Policy Review – Brian Hurd
 - b. Staff Council Committee Reports
 - i. Communication, Kevin Hatgas
 - ii. Staff Development, Mary Ann Hanicak
 - iii. Community Building and Staff Recognition, Eric Eickhoff
 - iv. Mission, Advocacy and Orientation, Brian Hurd
 - v. Membership, Governance & Finance, David Wong
4. HR Initiative Update – Alex Teodosio/Lori Sprague

5. Future Meeting Dates
 - a. Staff Council Meeting: September 17