Motions/Discussions:

Suggest a discussion of how best to address communication of SC Meeting summary to be sent out to all staff after SC meetings. (Would there be one person or a committee, would there be an approval process before they are sent, and would they be sent to reps to be forwarded on or directly to Unit lists, and so on.)

Topics:

**Formed response to listserv email complaints**

There have been employees who complain about listserv emails. Since email is the primary method of Staff Council communications, it has been suggested that a “formed” response be provided to Staff Council Representatives for these, sometimes awkward, complaints. The response would inform staff of Staff Council expectations and that the employee may filter the emails if desired.

A formed response would provide consistent unbiased information to employees in a respectful manner.

Example:

Email is the primary method of communication from Staff Council. Staff Council addresses important issues pertaining to staff and provides a means for staff to provide feedback to administration. Staff Council email listserv addresses are automatically populated by EDIR nightly. If you do not wish to read or receive these emails you may delete them or set up a filter to remove them. To learn more about Staff Council visit [http://www.uaf.edu/uafgov/staff-council/](http://www.uaf.edu/uafgov/staff-council/)

**FAQ sheet**

There was discussion on developing a FAQ sheet for Staff Council Members. The sheet would provide answers to common questions, expectations, and situations representatives may face as a Staff Council member. Communications Committee members have been asked to compile topics for a FAQ sheet for our next meeting.

**Periodic notifications to staff**

Brad provided a draft communication to be distributed to all staff twice a year informing them about Staff Council, expectations of communications from representatives, how/where to find their representatives, and what they can do as staff. The draft, once reviewed by the committee will be moved to Administrative Council for review.

**Staff Council members Google Group**

Committee discussion of having a Google Group for Staff Council members to communicate internally was discussed. A forum of this nature would be for current Staff Council members and alternates to openly discuss, post, comment, and provide ideas to the group.
Feedback from constituents

Perhaps a Google Form can be created for staff feedback. The link to the feedback form could be put into listserv emails and other communications from Staff Council and representatives. Example of questions could be asked:

1. What staff issues or concerns would you like to see Staff Council address?

2. What questions do you have for Staff Council?

Please compile some ideas for relevant questions to be placed in a Google Form.