

Staff Council Communications Committee
Minutes, April 6, 2012

Roll call:

John Clendenin, Debbie Gonzalez, Jennifer Youngberg, Gary Newman, Claudia Koch, Pips Veasey, Juella Sparks

Excused:

Brad Krick

Motions/Discussions:

Topics:

FAQ sheet

Continued 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. Some examples of questions are listed below. **Staff Council members are encouraged to provide additional questions.**

How do I get involved in committees?

How do I contact my constituents?

How do I use my unit listserv?

How does Staff Council use Roberts Rules of Order?

What responsibilities does a committee chair have?

How is a committee chair to conduct meetings?

How does being a member of Staff Council fit into my regular job duties?

Do I have to read the Staff Council constitution and bylaws?

Who (employees) are in my unit?

Periodic notifications to staff

Discussion of the 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. Pips and Juella requested to be added to the Google Doc. It was suggested the notification could be placed on the SC calendar for regular distribution.

Staff Council members Google Group

Nicole has created a Google Group for SC members. This group will give members a forum to exchange thoughts and ideas internally outside of standard email streams. More to come on this.

Feedback from constituents

Jennifer duplicated the Google Form Walker created for the Non-smoker hire policy and we (unit 12) saw a 53% response rate. It was suggested SC try implementing a Google Form for employees feedback regarding the Code of Conduct draft form President Gamble. To date (noon 4/16/2012) there have been 592 submissions.