Student Affairs Staff Council

Meeting Minutes 03/18/2015

Council Members Present: Julie, Kacey, Megan, Paula, Ron, Amy, Linda

- Linda- Dr. Franco’s update
  - Lots of meals and celebrations happening in March and April
  - New Title IX Director is Susan Foster
  - Starting to plan for the fall semester
  - University of Nebraska Administration purchased an online training program on sexual assault & harassment that will be available to all 4 University of Nebraska campuses beginning this fall
    - Julie mentioned that there was a plan being created to train Housing staff
    - Julie mentioned that in the past they have done online trainings with groups to include people who may not be online regularly

- Linda- Mattering Survey
  - Debbie and herself are undergoing training to have access to all Student Affairs staff email addresses
  - As soon as she gets approved, the Mattering Survey will be sent out
  - This could be an avenue to get out a Student Affairs newsletter in the future

- Kacey- Communication Workshop
  - Andy Schadwinkel wasn’t able to come today, and won’t be able to come in April either
  - We still need someone to come talk to us at our April meeting
  - Linda asked what we would want them to talk to us about
    - Julie said that we need to be able to share resources and collaborate on events
    - Julie also said that we are largely unaware of other departments’ services and that staff don’t know what services are available to them as well
    - Ron suggested featuring one program each month in the newsletter
  - Linda asked what do employees want to know?
    - Council members said services available for staff and things that other departments do/collaboration opportunities
    - Julie said classes and speakers that go on in other buildings might interest staff and student workers
    - Julie also liked the idea of featuring a department or employee each month
    - Amy mentioned that in her department, for example, there are multiple areas that do different things, and it would be helpful for other departments to know about those areas
    - Kacey thought it would be helpful to highlight people that staff can contact for questions on certain things
    - Linda suggested starting with departments who offer services for staff
    - Kacey said people have different opinions on who needs to know what in the division
Ron said it is difficult to decide who wants/needs to know certain info

Linda asked how frequently the Council thought a newsletter should be sent out
- Most Council members said they didn’t read UNL today every day
- Julie suggested 1-2 pages once a month
- Amy suggested 6 times per year

Kacey asked what information should be put in the Student Affairs Facebook page
- Megan suggested putting information that will not fit/is not important enough to go in the newsletter on the facebook page

Linda asked what kind of a format we would like the newsletter to be in: contained within an email, on the web, or with a link to a PDF?
- Megan said that she liked the Wellness letter because it is only a couple of pages and opens in a PDF so that it is printable
- Kacey said that she currently helps compile articles for the Parents’ Newsletter
  - Linda mentioned that staff might also be interested in these articles
- Linda said the new Student Affairs communication person could compile contributions
- Kacey said we should come up with a schedule for newsletter contributions
- Linda suggested that Council members ask their colleagues for their opinion on a Student Affairs newsletter
- Linda & Kacey mentioned that they get a lot of questions from students and parents about other departments, etc. that they don’t know the answer to, so a newsletter could help all employees be well-informed about other departments

Linda asked what we would like our target audience to be for the newsletter
- Linda asked if student employees should be part of our target audience
- Julie suggested focusing on C-line employees due to the results of the Employee Mattering Survey
  - Linda reminded the Council of the gap between C-line and A & B-line employees on the Mattering Survey
  - Ron mentioned that sometimes information does not always get disseminated from directors all the way down to C-line employees
- Linda asked what the Council thought employees need to know to be “well-informed” since less than half of C-line employees responded that they were “well-informed” on the Employee Mattering survey

- Kacey- 2015 Student Affairs Fall Celebration
  - Kacey mentioned that she will be gone late July through probably Labor Day on maternity leave
  - Kacey suggested that the directors should introduce their new employees who attend Fall Celebration
  - RSVP issues from last Fall Celebration were discussed
  - Linda mentioned that in the past, gift bags were given to all new employees and that Council members could deliver the bags to employees who couldn’t come to Fall Celebration
    - Julie said that would be a great way to meet and welcome employees
• Linda suggested the employee’s director along with a Council member delivering the gift bag to the employee
• Ron suggested Council members helping deliver bags to other departments to meet more people across the division
  o Kacey said that last year she got the list for new employees/current employees to invite to Fall Celebration in August, and she would need help with that this year since she will be in maternity leave in August
    ▪ Julie said she could help with counting RSVPs
  o Kacey said the food will have to be set up differently next time for better flow
  o Kacey mentioned that she will bring a sheet to the April meeting so that Council members can start signing up for Fall Celebration duties
  o Julie said that the audio needs to be improved for next time, and asked that Council members brainstorm solutions to bring to the next meeting
  o Kacey mentioned that we might have Fall Celebration during Homecoming week again
  o Julie said that Selleck has decorative things that we could borrow
  o Julie asked if we might be able to have it in Memorial Stadium
    ▪ Julie & Kacey will research this possibility

• Member Updates
  o Amy- Union Services & Student Involvement
    ▪ Union Bank is open
      ➢ There are special accounts available for faculty and staff
      ➢ There are currently promotions for students to open accounts
    ▪ The old Wells Fargo space will probably be turned into a meeting room
    ▪ There is still a position open for Student Involvement
    ▪ Gregg Jablonski will be leaving on April 14th
  o Paula- ASUN
    ▪ Student elections recently concluded
    ▪ New ASUN members will be installed on April 1st
    ▪ Interesting election result with about half and half of the two parties getting elected
  o Ron- Rec Center
    ▪ Things have been slower at the Rec lately
    ▪ There will be multiple Outdoor Adventure trips during Spring Break
  o Megan- Student Money Management Center
    ▪ Rush of students making appointments before Spring Break, as expected
    ▪ Preparing for lots of workshops coming up in April
    ▪ Lots of new volunteers- had 3 last semester, now have 7
    ▪ Will be open during Spring Break for student appointments
    ▪ April is financial literacy month
  o Julie- Dining Services & Housing
    ▪ Julie handed out a sheet detailing her department’s updates. Notably,
      ➢ Moveout weekend is May 7-9, so there will be more traffic
- Res Life is currently hiring a lot of positions
- April 19-21, the B1G housing officers will be hosted
- Huskers on the Go will be closed during the summer
- Selleck will only be serving during NSE this summer, and will be closed the last 5 weeks of the summer for painting, etc.
- CPN will only be serving conferences this summer
  - Kacey- VCSA Office
    - Tonda will be going to the Big Red Roadshow

- The next Staff Council Meeting will be Wednesday, April 15th at 1:30 pm in Georgian B