Student Affairs Staff Council

Meeting Minutes 05/20/2015

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

- Dr. Franco’s update- Linda
  - Special Guests: Diann Daniels sitting in as the representative for the University Health Center and Mary Jane Bruce and Andy Schadwinkel from University Communications to talk to us about communication within the Student Affairs division
  - Brian Bollich has been hired as the new Assistant Director for Finance for the Union.
  - Dr. Franco’s retreat with CSAD is June 11th and 12th
  - The employee mattering survey will be sent out to employees soon

- Discussion on communication within the Student Affairs division
  - Communication needs to be better up and down the division and across the division
  - According to the Personal & Personal Development and Climate Survey, there is a communication gap according to employees
  - One challenge is that not everyone has the same access to or desire to use technology. Julie, Diann, Ron, and Amy said this is a challenge in their departments
  - Mary Jane asked what information employees are not getting
    - Julie said cross collaboration opportunities and services for employees
    - Diann said much of the UHC’s info is on their website
    - Kacey said she doesn’t look at other departments’ websites very often
    - Ron suggested that one spokesperson could talk to other departments about their department’s services and collaboration opportunities
    - Julie suggested presentations about services during shutdown periods
  - Mary Jane noted that it seemed like there is a silo structure within the division
    - Ron said there is a problem with information trickling down from Dr. Franco
    - Linda said big changes are not always communicated throughout the division
    - Linda said a lack of communication can cause rumors to start
    - Linda said that we can now send out info to everyone instead of just the directors since we now have access to the email addresses of employees
    - Julie said there is no standard for passing down information
  - Mary Jane suggested using multiple outlets to get information out to everyone
    - Andy noted that we can use UNL Announce to send an email e-newsletter, and that way they would get archived for reference
    - Linda said we would also need to be able to print and post an e-newsletter
  - Kacey said there isn’t really a target audience for the Student Affairs Facebook page
    - Mary Jane suggested one Facebook page for staff and another page for students
    - Julie said we have been struggling with getting students to like the page
    - Kacey said it could be a good outlet for sharing announcements for events and activities
    - Andy noted that students don’t want to follow every UNL department on social media
    - Mary Jane said a staff Facebook page should have staff in the name for clarity
  - Andy asked what kind of information we are wanting to get out
Julie said for example, the Campus Rec staff golf tournament

Andy said information needs to be coordinated and consistent across channels

- Linda suggested that one person needs to coordinate all Student Affairs information
- Julie asked how often we should send out a newsletter
  - Andy said it depends on how much info we have to send out, because you don’t want to send out too much, maybe 10 items maximum and link it to a calendar for more information
  - Mary Jane said a calendar for all Student Affairs events would be helpful
  - Julie suggested 1 or 2 pages for a newsletter with brief descriptions of events and a link for more information, thinking of the Top Health newsletter as an example
  - Mary Jane said it should have the bare minimum of information and then a link and she suggested one page
  - Linda said it has to have enough information that you don’t have to click the link however since we will need to print it out
- The council was asked if we read UNL Today and most said no
  - Kacey noted that she puts together the Parents’ newsletter but that it is hard to print
  - Andy said that UComm could come up with a printable template
- Andy said to keep in mind that people only read what they are interested in
  - Mary Jane said that people are bombarded with information, so we must provide nuggets of information provided in different ways with opportunities to get more information. She also suggested having a point person to make all channels consistent.
  - Linda said that each department can generate content but that we need a person to edit and put everything together
- Julie noted that we previously talked about featuring a department in each newsletter
  - Linda noted that Dr. Franco highlighted TRiO in his last newsletter
  - Mary Jane said it would be a good idea to have speakers go to the departments
  - Andy added that the departments would then be a dedicated audience
  - Julie said that a directive should come from Dr. Franco so that departments would be willing to make their staff go to a presentation
  - Andy said it should be part of a staff meeting, not a stand-alone meeting
  - Ron said that people judge whether things are important enough to pass on, and so it needs to be a directive
- Linda said we should think about prioritizing our ideas so that we can pass them on to Dr. Franco and potentially get them put into the strategic plan
  - Kacey volunteered to start creating a template or working on a newsletter
- Linda asked the Council what we think about creating a webpage
  - Julie said it would work because then she could go and print minutes. She asked if we could use the Student Affairs communication person
  - Linda said yes, that would be a possibility. She said a webpage would have the archives of past newsletters and minutes uploaded to it, but wouldn’t be updated all the time
  - Mary Jane said we should also add events for the week on the webpage
  - Kacey said that maybe the person in each department who is in charge of communication could have access to the webpage or Facebook page to post things
  - Andy asked if we would have any sensitive information that we might want to have a login so only Student Affairs employees can see it
  - Linda reminded the Council that all of Dr. Franco’s updates are public information
- Mary Jane said it would be helpful for all of the communicators of the Student Affairs departments to get together
• Julie said sometimes they don’t find out about things enough ahead of time to be put in a newsletter (maybe a week or a few days before)
• Julie asked the Council what format we would like
  • Jessie said she would prefer to send events and information to one communication person
  • Ron suggested inviting the department communicators to the next Council meeting
  • Ron said we should do a newsletter with links to a website
  • Linda said we need to get our ideas into the strategic plan

• Kacey- Professional Development Tentative Schedule
  • Fall Break- Motivating employees/building team spirit
  • September- Money management resources for UNL employees (Megan- SMMC)
  • November- East Campus Holiday Food Demonstration
  • February- Title IX presentation
  • Spring Break- Stress Management
  • We could hand out a flier at Fall Celebration detailing these opportunities for staff

• Kacey- Fall Celebration
  • Julie said some of her staff would be able to help with making the table decorations
  • Kacey said the Student Affairs student worker might be able to help with solicitations for donations and coupons for the grab bags for new employees and raffle prizes
  • Julie said her staff might also be able to help with solicitation for donations
  • Kacey said she has been talking to Rocktavo about performing but it depends on whether or not they will charge us
  • Julie said she will make arrangements for the sound system since we probably will not be able to use the Bathtub Dogs’ sound system if we book Rocktavo
  • Julie said they have clickers that Luke could use to count people as they walk in to keep track of how many people we are feeding
  • Kacey said there will be no headshots taken this year for staff, so if new staff do not have a picture to submit for the slideshow, they will just be listed as not pictured
  • Julie said we could potentially have two buffet lines to help with the flow of people

• Member Updates
  • Jessie- ASUN Student Government
    • It has been pretty quiet around the office lately
    • Planning for homecoming will occur during the summer
  • Amy- Union Services & Student Involvement
    • Joey Sammut was hired as the new Assistant Director for Student Organizations and will start June 1st
    • There is still redecorating going on in the Union
    • Caffina Café will continue to serve Starbucks coffee
  • Kacey- VCSA Office
    • No new updates
  • Ron- Campus Rec
    • He will be leaving UNL in July
• He will come to the June meeting, hopefully with a replacement for him on the Council from Campus Rec
  o Julie- Dining Services & Housing
    ▪ Selleck will serve only NSE and some conferences
    ▪ Menu apps will be available starting in the fall
    ▪ Abel will have late night dining at Husker Hoagies and all dining halls will be open on the weekends beginning in the fall
  o Megan- Student Money Management Center
    ▪ We were busy around finals week
    ▪ We will be at the New Student Enrollment info fair and will be presenting to parents during NSE with Union Bank
  o Diann- University Health Center
    ▪ The UHC will be at New Student Enrollment
    ▪ The Med Center has basically taken over the UHC
    ▪ The new building will be south of the Beadle Center
    ▪ They will know more information about the transition in July
    ▪ Kacey asked if it will be part of UNL or UNMC/Neb. Med. Diann said they are not sure yet.

• The next Staff Council Meeting will be Wednesday, June 17th at 1:30 pm in Room 213