

# 2014-08-28 Meeting Notes

## Date

27 August 2014

## Attendees Invited

- Philip M Gavenda
- Victoria K Grier
- Stephanie W Crouch
- Tracy L Brzozowski
- Rebekah A Sylvia
- Fernando W Velazquez
- Katharine J Grieve
- Larry G Liberty
- Colleen Elizabeth Lyon

## Goals

- Priorities for 2014-15 UTSC Communications Committee

## Discussion Items

Time	Item	Who	Notes
	time for monthly commcomm meeting?		
	all tasks		<ul style="list-style-type: none"><li>• Who does what?</li><li>• check website, meeting times, etc...</li><li>• take notes at gen meeting,</li><li>• write summary</li><li>• proof/correct etc.</li><li>• Regroup group email help/assistance</li><li>• social media</li><li>• "Did you know?..."</li><li>• outreach</li><li>• stickies</li></ul>
	individual skills		
	meeting summary		Finalize
	note taking		
	regroup		heard from jason that some of his folks are confused
	did you know		repository, tweet/facebook
	SOcial media "stewards"		facebook stewards
	Have two commcomm members as "stewards" for these functions?		twitter stewards
			regroup stewards?
	sticky notes from retreat		

New business:

Sticky note feedback

- Informational Forums - cornered
- Continue updates on social media
- Continue updates on meetings and what is going on at campus
- How to get good communication to staff
- Outreach within the community
  - UT sponsored charity activities
  - Charity marathon
  - Habitat for Humanity
- How to raise a profile for staff council
  - Many still do not know what we do

- Better communication before big changes are made on campus as VoIP
  - Improving communications
  - Need webpage to see how UT is doing, what changes have been made and things we can do
  - More flexible work hours/arrangements
    - Better flex time options
    - Possibly working 4 10 hour work days or 1/2 day on Friday to help reduce departmental expenses and boost staff moral
    - Telecommuting - all supervisors on board
    - Encouraging telecommuting when applicable
    - Learn more about retirement and insurance - have HR contact person invited to staff meetings
  - More campus sponsored events to bring staff together to boost morale and have them partially funded
    - Meet-up groups
    - Alana compiled a list of organizations for staff
    - Send "did you know" emails (#didyouknow)
  - @austin email to for all staff
  - Survey service for staff (used to be survey station) - now it's Qualtrics
  - Empowering employees - putting/getting university department resources available for individual departments to inform employees of benefits (ie. HR reps talk about ed staff benefit - but more personalize to the department)
  - Can staff council interface with outside entities like city council, etc? Entities where there are no campus representatives.
  - Bridging gaps between departments that often work together (especially university-wide departments like HR, accounting, IT, etc.)
  - How to get more staff involved with staff council?
  - Stronger encouragement for telecommuting (Did you know?)
  - Small focused tours of campus for new employees; more of getting to know who/what is in each building (Did you know?)
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- Insurance/FML - Adrienne Howarth-Moore to talk about these topics at the SC meetings.
  - Send out Doodle to get everyone's schedule to regular meetings outside of SC meetings.
  - Communications email need to be updated. Phil to check with Stuart.

## Action Items

