

## **University Staff Council Executive Committee Meeting Minutes: 7/9/13**

The meeting was called to order by vice chair Charles Gilbreath.

### **July Council Meeting**

The featured speaker for the July council meeting will be Don Hale, VP for Communication and Marketing. The group discussed issues that could be raised as part of his visit, including using the new website format to facilitate administrative functions, including staff perspectives in the development of campus communications, and reflecting the efforts of all employees in representations of the university. It was noted that several Staff Council members have direct or indirect reporting roles to the university communication division, and that they can help promote council initiatives as well.

### **Staff Survey**

John Medlock reported that the current response rate for the university-wide staff survey was approximately 40%, which is already higher than the final figure for the previous survey conducted in 2011. The survey was originally slated to close on July 19 will be extended for an additional week. Following the conclusion of the survey period, the Office of Institutional Research will do an initial analysis of the results, and then the ad hoc survey committee will develop a report of survey findings. Medlock suggested that the Executive Committee and council as a whole be prepared to offer specific recommendations based on the survey report.

### **Monthly Committee Focus**

Gilbreath reported that the Board of Officers had proposed having specific committees make more detailed reports to the Executive Committee each month. The committee chair will be encouraged to use Basecamp as a means of demonstrating progress toward the committee's goals. Ideally, Staff Recognition will be the focus committee at the August Executive Committee meeting since the Staff Scholarship deadline falls in that month.

### **Vacant Senate Seat**

With David Caudill's retirement this summer, there is a vacant senate seat. There was discussion of whether the seat could be filled by the Executive Committee or if a special election should be held. The Administrative Committee was asked to confirm the authority of the Executive Committee in this matter and to report back to the officers. Stephen Rosner, currently on Planning and Development, agreed to also serve on Capital Budget and Space Allocation committee, a role formerly held by Caudill.

The meeting was adjourned by the vice chair.