Staff Council Standing Committee Minutes

Committee Name: Executive

Meeting Date and Place: 1/11/14 Robert Wood Johnson Foundation Center

Members Present: Carol Bernhard, Mary Clark, Gene Henley, Traci Jastrzemski, Karen Mann, Mark Reynolds, and Tracy Wenzl

Members Excused: Gene Henley and Chelsea Beth Walker

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	**Approve Agenda**	Approved.	
2	**Approve Minutes**	Minutes from 2/26/14 approved.	
3	**Staff Council Meeting Agenda for March**	Approved with changes.	
4	**Strategic Framework Discussion**	See Schedule of Strategic Framework Discussion (attached). See UNM Staff Council Executive Team Powerpoint Presentation (attached). See Information on Buddy System (attached). See Staff Council Role & Responsibilities (attached). The Committee agreed on the following "next steps." - Enlist the help of EOD to facilitate discussion of a Staff Council Mission Statement. - Complete the Roles & Responsibilities document. - Implement the Buddy System.	

Schedule for Strategic Framework Discussion

Agenda

Time	Topic	Who	Purpose
11:40a	Kickoff/Purpose/Expectations	Renee	Set foundation/agree on expectations
11:50a	Purpose of Strategic Planning	Deb	Overview/Provide Context
12:20p	Strategic Planning for Staff Council – Mission/Goals	Deb/All	Revisit or begin to develop Mission and clarify current Goals
1:10p	Next Steps/Expectations of 2014 Executive Team	Renee	Legitimize expectations of the Staff Exec Team related to Strategic Planning and goal completion
1:30p	Adjourn		

UNM Staff Council Executive Team

What is Strategic Planning?

- Future Focused

- A disciplined effort to determine where an organization is going and how it's going to get there

- The process is organization-wide, or focused on a division, department or other major function
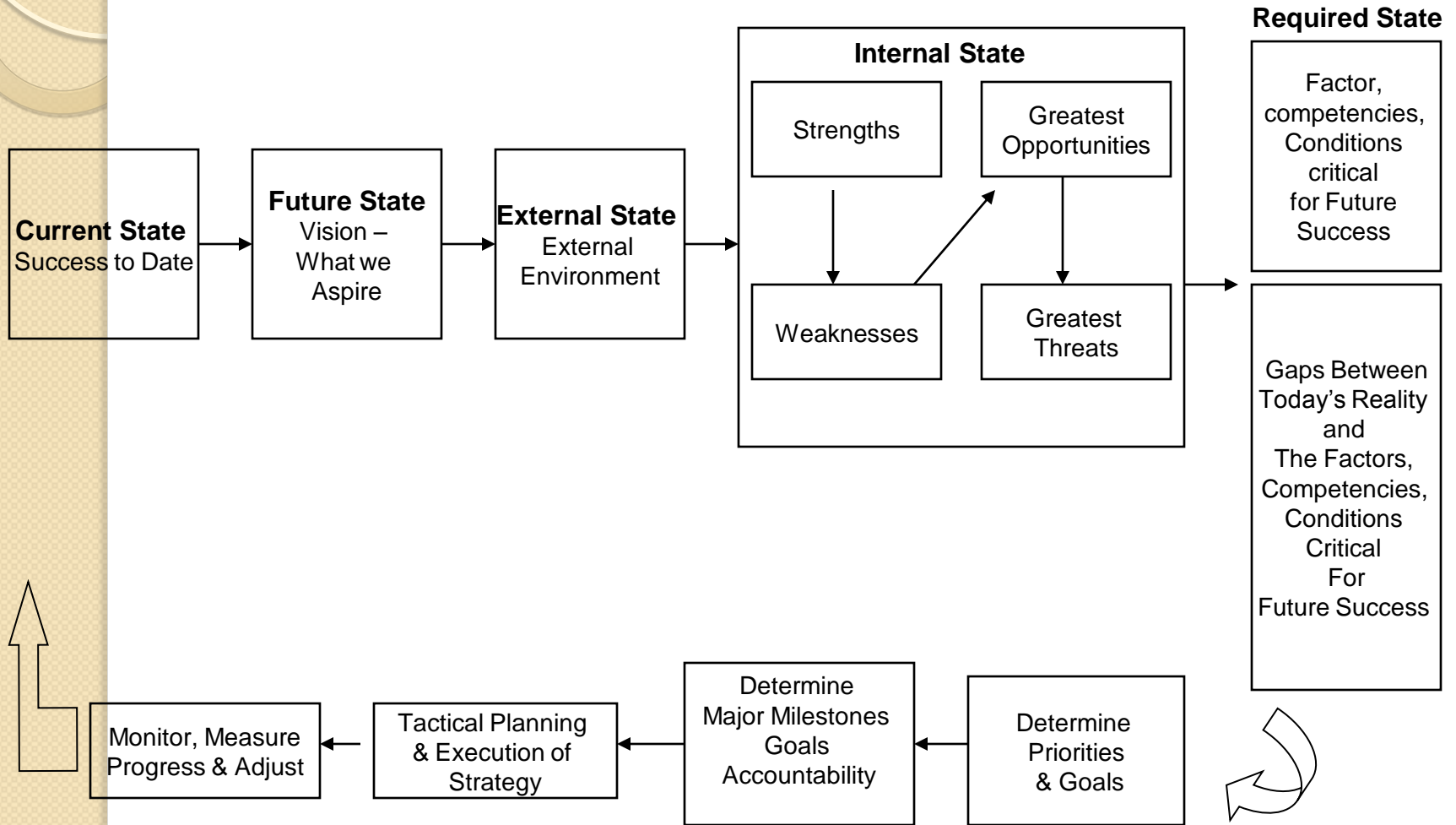
Why Strategic Planning is Important?

- Provides a **framework** and clearly defines direction

- Provides a shared **vision and purpose**

- Increases the level of **commitment** to goals

- Improves the **quality of service** through measurement

- Provides an ability to **deal with risks** from the external environment

- Provides a process to help with **crisis management**

When to Do Strategic Planning

- An organization is just getting started or reimagining their purpose

- Preparing for new leadership or new direction

- Once a year to be ready for the coming fiscal year

- The full strategic planning process should be conducted at least once every three years

Strategic Planning Road Map

Current State
Success to Date

Future State
Vision –
What we
Aspire

External State
External
Environment

Internal State

Strengths

Greatest
Opportunities

Weaknesses

Greatest
Threats

Required State

Factor,
competencies,
Conditions
critical
for Future
Success

Gaps Between
Today's Reality
and
The Factors,
Competencies,
Conditions
Critical
For
Future Success

Determine
Priorities
& Goals

Determine
Major Milestones
Goals
Accountability

Tactical Planning
& Execution of
Strategy

Monitor, Measure
Progress & Adjust

The Dilemma

- "Long-range vision and strategic planning are great, but we need to get something done before lunch!"

                                        -unknown
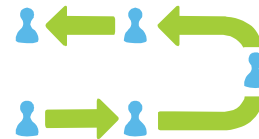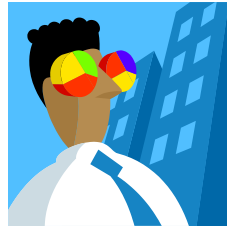
Strategic Planning
The Challenge

- Perceived threats to the status quo.

- Perceived cost.

- Lack of awareness of benefits.

Strategic Planning Addressing the Challenges

- ## Challenge the status quo
  - **Stuck in a Rut**
  - **Periodic examination of business processes & practices**
  - **Determine what's working, what's not working, and correct course**

- ## Cost
  - **Get more from planning by insuring a coordinated effort**

- ## Awareness
  - **Clearly understand an organization's issues, critical needs and priorities**
  - **Build energy and commitment to a renewed – or completely new vision of the organization's future**

Strategic Planning Behaviors for Success

- Focus
- Tenacity
- Connect the 'dots'
- Flexibility
- Accountability
- Courage

Benefits of Strategic Planning:

- Demonstrates accountability

- Meets customer needs

- Aligns employee goals

- Method to Communicate & educate

- Attracts scarce resources (funding & employees)

- Improves performance

- Creates focus on strategy

- Drives change

- Inspires trust and create energy

Roles, Goals

&

Mission

Council Goals 2014-2015

- Represent Constituents
- Serve UNM Staff
- Communicate (policy) back to Constituents
- Strengthen staff voice

Council Roles
2014-2015

- Is there a clear understanding of each roles and responsibilities?

- Are there role dependencies?
  United We Stand, Divided We Fall.

- Do roles need to be redefined or added?

What is a Mission Statement?

A Mission statement clarifies an organizations <u>purpose</u> and actions.

- ◦ *What we do*
- ◦ *The here and now*

Why is a Mission Statement important?

- Explains an organizations purpose to employees, customers or constituents.

- It is a tool to help set direction.

Why are we here

- What business are we in?
- What sets us apart from others in this business?
- What do our customers want & need from us?
- What are the *most* important things we do – that are indispensable to our customers?
- What are the *least* important things we do – that no one would miss if we stopped doing them?

What is a Vision Statement?

A vision statement is a mental image of what you want your group to achieve in the future.

◦ *What We Want to Be*

◦ *Future Focused*

Aspire - What Would You Like To See The Staff Council Become

- What reputation would we have?
- What contributions would we make?
- What sorts of products or services could we produce?
- Who would be our clients/customers?
- What would the physical environment look like?
- How would we work together?
- How would we handle good and bad times?

Planning
and
Core Values

What are Core Values?

- Deeply Held Views of What is Considered Worthwhile
  - characteristics that identify how an organization conducts itself

  - used as the basis for making decisions to travel to where we want to go

How Do We Create Core Values ?

- What do we stand for?
- What behaviors would mirror these values?
- How do we treat our employees?
- How do we treat our customers?
- What do we mean by ethical behavior?
- How do we treat each other at work?
- How do we want to be seen by other departments?
- What attitudes and behaviors do we want to reward?

Staff Council – Next Steps

- Review Roles and Responsibilities

- What is our Mission

Buddy System

Goal : new employees is acclimated to the organization quicker and becomes productive sooner and to keep talent within the organization.

What

A well-briefed and enthusiastic buddy can help the new employee feel welcomed and will allay some of the nerves that accompany a new job. Typical tasks assigned to a buddy might include:

- showing the new starter around the building
- provides informal guidance
- explain how to gain entry/exit to the building
- pointing out catering or other facilities
- accompanying the new starter to lunch on their first day
- introduces the new starter to people they might not come into contact as part of their role, but they are likely to meet around the office.

Who

- an experienced employee on the same or similar grade as the new starter, preferably in a similar type of role

- an experienced employee who has an understanding of organizational practices, culture, processes and systems. A buddy should

- be a friendly with high personal performance standards, have a positive attitude and communicate well

When

- assign before the new employee's start date, and should be briefed on their responsibilities and the boundaries of those responsibilities.

- the role of the buddy mainly comes into play during the first few weeks/months of employment, it is a relationship that can exist throughout the new starter's employment and should not be time limited.

Where

- work in fairly close physical proximity to the new starter (i.e. definitely in the same building, preferably on the same floor). The new employee and their buddy should be allowed the space and time to meet in private if necessary.

Buddy System

 Goal is for new employees to be acclimated to the organization quicker and become more productive sooner and to keep talent within the organization. A well-briefed and enthusiastic buddy can help the new employee feel welcomed and will allay some of the nerves that accompany a new job.

Use of the buddy system can provide the new employee with an informal support and social network and a starting point for general queries.

Although it is not expected the buddy will be able to answer all the new employee's questions, use of the system will encourage communication and prevent feelings of isolation.

In turn, the system gives the buddy an opportunity to develop their skills in communication and the opportunity to share the benefits of their experience

What
A buddy provides informal guidance to the new starter on the culture and social norms of the area or team. Typical tasks assigned to a buddy might include:
- showing the new starter around the building
- explain how to gain entry/exit to the building
- pointing out catering or other facilities
- accompanying the new starter to lunch on their first day
- introducing the new starter to people that they might not come into contact with as part of their role, but who they are likely to meet around the office.

Who
A buddy is usually an experienced employee on the same or similar grade as the new starter, preferably in a similar type of role. They should ideally be in the same team or department as the new starter, though in the case of small departments, this may not necessarily be the case. A successful buddy candidate should be a seasoned employee who has an understanding of organizational practices, culture, processes and systems. A buddy should be a friendly volunteer with high personal performance standards, have a positive attitude and communicate well.

When
A buddy should be assigned before the new employee's start date, and should be briefed on their responsibilities and the boundaries of those responsibilities.
Although the role of the buddy mainly comes into play during the first few weeks/months of employment, it is a relationship that can exist throughout the new starter's employment and should not be time limited.

Where
The buddy should work in fairly close physical proximity to the new starter (i.e. definitely in the same building, preferably on the same floor). The new employee and their buddy should be allowed the space and time to meet in private if necessary.

What it means to be…

Staff Council Speaker

The by-laws say…

The functions of the speaker are to:
A. Preside at all Staff Council meetings.
B. Serve as a member of the Executive Committee and have one vote.
C. Appoint members to Staff Council committees, in consultation with the Executive Committee and with approval of the Staff Council.
D. See that all business referred to committees is returned to the Council for action within a reasonable time.
E. Coordinate with committee chairs and the Executive Committee to facilitate Council activities. Define time frames to committees for work completion. Routinely review committee minutes.
F. Perform other duties as directed by the President and the Staff Council.

Tracy says…

- The Speaker's primary responsibility is to use Robert's Rules to preside at all Staff Council meetings - keep order at meetings, make sure that business is conducted efficiently and professionally, and that the will of the Staff Council is carried out
- Serve as a voting member of the Executive Committee
- Work with committee chairs to assure that committee business and requests are brought to the Executive Committee, and that the outcomes are communicated back to the committee chairs
- Appoint committee members and make recommendations to fill vacant Council seats

What do they do?
Executive Committee

The by-laws say…

1. The Executive Committee may transact routine business between Council meetings and take emergency actions. All business transacted by the Executive Committee shall be reported to the Council at the next Council meeting. The Executive Committee shall meet at the call of the President or upon written request of any four members thereof. Four members shall constitute a quorum.
2. The Executive Committee shall receive committee reports via the Speaker for internal committees and via the President for external committees and shall determine the agenda for Council meetings.

Tracy says…

The Executive Committee meets regularly to discuss current issues of relevance to staff between Council meetings.   The President reports on activity from external and campus-wide committees. The Speaker reports on activity from internal Staff Council standing and ad hoc committees, including funding requests. The Committee sets the agenda for the monthly Council meeting. Other issues commonly considered by Executive Committee include policy changes; appointments to campus-wide committees and initiatives; compensation, retirement, and other benefits; and strategic planning for Council activities.

What do they do?
Precinct Representative

Insert (Traci J.)

What do they do?
Grade Representative

- Elected in Odd Numbered Years (30 grade levels represented), with a 2 year term
- Represent, advocate and represent the respective job grade at staff venues
- Correspond with the grade represented with Staff Council updates and important information not covered by the e-news, and or other correspondence

What do they do?
President

Insert (Mary C.)

What do they do?
President-Elect

Insert (Renee)

What do they do?
Treasurer

- Develop and recommend accounting procedures for approval by the Council
- Assure adherence to accounting procedures
- Provide quarterly and special request fiscal reports to the Staff Council

- Serve as a member of the Executive Committee and have one vote
- Serve as an ex-officio member of the Staff Council Finance Committee
- Perform such other duties as may be assigned by the President, Speaker or the Staff Council

What do they do?
Grade-at-large

- Serve as members of the Executive Committee, each having one vote.
- May be designated by the President to serve as *ex-officio* members without vote on any Staff Council Committee, except the Ethics Committee.
- Assume other responsibilities as may be assigned by the President or the Staff Council
- Representing the grade levels at the executive committee

What do they do?
Precinct-at-large

Insert (Carol B.)

What do they do?
SC Administrator

Insert (Kathy)

What do they do?
Committee Chair

Insert (Renee)

What do they do?
Ex-Officio

Insert (Mary C.)