

# **PROPOSAL**

March 2017

University Staff Advisory Council  
Staff Welcoming Program

## **INTRODUCTION**

In the fall of 2016, the University Staff Advisory Council (USAC) was removed from the agenda of the University's staff orientation due to Human Resource's need to incorporate additional information into their program. As a result, USAC was left without a key opportunity to make new staff aware of Council's role on campus.

A body of the Council's type is strengthened by the relationships and network of its members. The Executive Committee of USAC proposes a program to welcome new staff to campus by connecting them with their representative and a member of their division, with the overarching goal of expanding staff cooperation and collaboration on campus.

## **GOALS**

Goal 1: Provide new staff with an in-person, one-on-one introduction to their USAC representative and staff member in their division, welcoming them to the team

Goal 2: Introduce new staff to USAC, magnifying the awareness of the Council and its purpose

Goal 3: Give USAC members an opportunity to reach out directly to new constituents

Goal 4: Over time, strengthen the relationships and network of USAC, increase interest in serving on USAC, and further weave the Council into the fabric of the institution

## **PROCESS**

The proposed process for the program is as follows:

1. USAC will receive, from Human Resources, the names, department, and supervisors of all new staff.
2. The Volunteer Coordinator will forward the names, department, supervisor name, and contact information for each new staff members to their representative.
3. The representative will send their new constituents a welcome email. A template email will be provided to representatives during USAC training, but they are encouraged to personalize the email as they see fit.
4. The representative will follow up with a quick visit for an in-person greeting.
  - a. This visit can be any length or format that seems appropriate to the representative.
  - b. The USAC representative can use the meeting to talk more about USAC, themselves, or the new staff person. They may also give their constituent any "swag" or USAC materials that are provided.
  - c. During this visit, the new staff person will receive an invitation to the next USAC meeting.

- At each USAC meeting, representatives will be given the opportunity to introduce their new employees and recognize the employee in the gallery if they attend the meeting.

## TIMETABLE

Activity	Implementation	RESPONSIBILITY
Begin forwarding names during the spring semester as a test of the program	April, May, June 2017	Volunteer Coordinator Secretary and Treasurer Representatives
Conduct assessment of the pilot	June 2017	2016-17 Executive Committee
Design training module for USAC training	June 2017	2017-18 Executive Committee
Conduct training	June 2017	2017-18 Executive Committee
Implement program	July 2017	All representatives
Conduct audit of program and adjust as needed	December 2017	2017-18 Executive Committee Volunteer Coordinator

## BUDGET

It is suggested that the 2017-18 Executive Committee determine the budget. Suggest that any giveaways budgeted for USAC purposes could be used for this program. The Council may wish to acquire additional materials or Council members could propose to be reimbursed for a coffee meeting with new staff, etc.

## KEY PERSONNEL

Sponsor	Kirsten McKinney, 2016-17 Chair, University Staff Advisory Council
Program managers	USAC Volunteer Coordinator and Secretary/Treasurer
Team	Above including Communications Chair

## EVALUATION

As representatives at each meeting will introduce new staff, those introductions will be recorded into the meeting minutes. In December 2017, USAC could

- Tally introductions
- Conduct a survey of new staff to see if USAC representatives welcomed them, if they attended a meeting, and if they know general information about USAC (where to find the website, etc.)
- Representatives could also be polled as to the effectiveness of the program.

## NEXT STEPS

- Discuss program proposal and make changes as suggested
- Vote to implement the pilot program for the remainder of the spring semester
- Evaluate and launch program Summer 2017