

Staff Council Open House Plan

The most important benefit UAF staff has, through their Staff Council representatives, is an open line of communication to administration. If any staff member in the University community has an issue with their work environment, or sees a way the University could become more productive by creating a better working atmosphere, an avenue for conveyance is open to them through their governance group.

To help encourage open communication and improve awareness of current Staff Council initiatives, Staff Council, with the support of the University Advocacy Committee, will hold open houses two times a year. The location of these open houses will be identified by current Staff Council representatives who would like to showcase their administrative areas. After a location has been identified, a date a time will be collaboratively chosen by the sponsoring representative and the University Advocacy Committee, in conjunction with any outside partners if needed. All staff will be invited to these open houses, and all Staff Council members will be encouraged to be available at these open houses to discuss with campus staff what Staff Council is, how staff governance is organized, and enlist more staff to fill existing unit vacancies on Staff Council.

These locations will ideally be hosted by university departments (such as Residence Life or the GI). The open house will be an opportunity for both Staff Council and the sponsoring department to showcase itself to other staff from around the campus. The sponsoring department, dependent of available resources, may choose to provide food or other freebies to encourage staff to attend. The open house will be the responsibility of the sponsoring department, and it can decide how and what to do to best present itself to the staff in attendance. The University Advocacy Committee would ensure that the correct procedures are followed in gaining larger Staff Council support. Staff Council representatives would be enlisted to spread the word and garner support for the open houses within their units.

The following considerations will be used by the University Advocacy Committee when considering holding an open house:

1. Has a suggested location(s) been identified? If not, identify areas of the university that Staff Council representatives would like more engagement with, and solicit the group.
2. Is this suggested location within a department? If so, please answer the following questions. If not, please move to step 3.
 - a. Identify a departmental contact? (This may be the Staff Council representative that made the suggestion).
 - b. Does the sponsoring department want to showcase itself? If so, what method is it considering (PowerPoint, passive fliers, etc.)?
 - c. What space does the sponsoring department have to host an open house? Can it accommodate a staff-wide invitation? Does the sponsoring department need assistance setting up or taking down this space?
 - d. Would the sponsoring department like to provide food or other freebies to encourage attendance?
3. Identify a date and time that works for all parties involved.
4. Determine what Staff Council initiatives will be showcased at this open house, and how (flyers, posters, speakers, media presentation, etc.).
5. Identify when/how promotional/invitation should be sent to those invited.

6. Identify at least one meeting time where the University Advocacy Committee will finalize the invitation content, agenda, set up/take down plan and who will be responsible for these tasks. All parties involved should be invited to this meeting.
7. Hold at least one meeting after the open house where the University Advocacy Committee will review the event process to identify and implement any process improvements.