

## Responsible UCA

April 24, 2012, 1:40 p.m.

- How to address web responses received via the mach form at [www.uca.edu/ru](http://www.uca.edu/ru)
  - Staff Senate has requested that the committee share how the web responses are being addressed.
    - Many of the responses have been observations or suggestions rather than questions
    - If the responses included contact information, the person leaving the response received a message back from Diane Newton pertaining to their response
  - Responses have not been published anywhere for everyone to see – the mach form on the website sends the responses only to Diane Newton, who then shares the responses only with the committee.
    - Sharing the responses with absolutely everyone may discourage some people from submitting a response out of fear that their “voice” may be recognized
  - To date, 21 responses have been received. Each of these was assigned to a committee member who will address them in the manner/through the means most appropriate.
    - Many suggestions were related to workplace morale/interaction/productivity – these concerns will be forwarded to Human Resources so that these issues can be addressed in the supervisor training they are implementing in Fall 2012. Staff and Faculty Senates will also be asked for input on how to address these issues.
    - Suggestions related to changes in the work week schedule will be sent to Executive Staff for consideration of pros/cons/feasibility.
    - Suggestions related to recycling, landscaping, heating/air-conditioning and any other items that would fall under the Physical Plant will be addressed by Larry Lawrence.
    - Suggestions related to I.T./Banner and classes offered/distance learning will be addressed by Laura Young.
    - The issues about the offices that stay open late during certain parts of the year will be addressed by Jack Gillean.
    - Issues regarding travel and conference materials being shared and how the Responsible UCA committee will share and address information submitted via the website will be addressed by Diane Newton.
  - Brainstorming about ways RU can interact more with the campus as a whole

- Admin-l messages to notify campus when meeting minutes are posted
- FAQ section on the RU website to show responses to most commonly suggested/inquired-about items
- Find a way to let campus departments know where the money goes that they save by implementing cost containment measures – let them know ways they can use their savings and do more things with the same amount of money
- Campus awareness campaigns – could work with campus departments such as Marketing
- “Success Stories” section on RU website to share with campus how other departments are saving money and stretching their budgets
- The next meeting will be scheduled for 5/17 at x-period in Wingo 315. Larry Lawrence will invite SEED to attend as well.
- The meeting was adjourned at 2:48 p.m.