



Staff Senate Meeting Agenda
South Meeting Room, Newcomb Hall

March 15, 2018
11:00 AM – 1 PM

11:00	Welcome & Announcements	Michael Phillips
11:05	Senate Business: Senate Terms	Amy Muldoon
11:15	Senate Business: Elections	Leah Beard and Kendall Howell
11:25	Senate Business: Exec Update	Exec
11:30	Update: HR	Karen Barnes
12:00	Presentation: Center for Leadership Excellence	Andrea Johnson / Rachel Parsley
12:30	Presentation: Office of Organizational Excellence	Morgan Hembarsky

Next Meeting:
Thursday April 12, 2018
Newcomb South Meeting Room
Pat Hogan, Tom Katsouleas, Rick Shannon



AMY MULDOON SENATE TERMS

Staff Senate Representation Working Group

Ensuring only 1/3 of senators roll off the Senate each year
March 15, 2018
Staff Senate Meeting

Bylaws

Terms are structured in such a way that no more than one-third of the total Staff Senate membership will renew each year.

To achieve this, the Senate may occasionally need to reduce the length of some senator terms for an election cycle. Reduced terms will only be applied to senator positions that are up for election; the terms of current senators will not be affected. Every effort will be made to ensure term rebalancing is done in a fair and equitable manner.

Current Situation

2019 – 12 senators rolling off

2020 – 18 senators rolling off

2021 – 32 senators rolling off (due to creation of new senator seats)

With 62 senators, over a three-year election cycle, we need to have 20 senators rolling off in one year and 21 in the other two years.

Our Approach

- **Shortened terms of vacating senator or new senator seats**
- **Terms for senators in the same unit were staggered** such that
 - All senators in a unit would not roll off in a given year (ensure continuity)
 - No unit would have to hold an election every year
- **We favored implementing 2-year terms**
Will occur over the next three election cycles (2018, 2019, and 2020) rather than implementing many 1-year terms in 2018
- **Our process was methodical and applied fairly** to every unit
See our process methodology in Collab: *Working Group folder*
>*PhasingOutAlternates_WG*>*OneThirdRollingOff_Rationale-Process_2018-02-28*

What does this mean?

- **20 of our 24 units will be affected**
 - 18 will have ONE 2-year seat for the 2018, 2019 or 2020 election
 - 2 units (Finance and SCPS) will TWO, 2-year terms.
- **4 units will not be affected**

Their terms were already perfectly staggered, shortening a term would result in senators rolling off in the same year or their terms did not end in a “problematic” year (like 2021).
- **There will be a total of 22, 2-year terms**

12 in 2018; 1 in 2019 and 9 in 2020
- **2020: last year in which we will implement 2-year terms** (for now)

Elections

- 1** Election coordinators will share with you a spreadsheet in which they clearly indicate which units will have 2-year term senators seats for 2018.
- 2** If your unit has 2 or more vacant seats and one seat will be a 2-year term, and the others 3-year terms, then the person with the most votes will earn the 3-year term. If there is a tie, we will let you know our plans.
- 3** Senators who serve a 2-year term are able to serve 2 consecutive 3-year terms upon completion of their 2-year term for a total of 8 consecutive years. *Note: this is consistent with our election guidelines.*



LEAH BEARD AND KENDALL HOWELL ELECTIONS



EXEC UPDATE – WHAT HAVE WE BEEN DOING?

- BOV Luncheon
 - Wrote Thank You Notes
- UHR Quarterly Meeting
- Planning upcoming Senate meetings





CENTER FOR LEADERSHIP EXCELLENCE

Assertive Communication: Speaking with Confidence

Learning Outcomes

- Define assertive communication
- Identify key questions to achieve desired results
- Identify strategies for speaking with confidence



Center for

LEADERSHIP EXCELLENCE

The Cornerstone of Leadership

Defining Assertiveness

Assertiveness is the ability to express your feelings and assert your rights while respecting the feelings and rights of others.

Assertive communication is appropriately direct, open and honest, and clarifies your needs to the other person.

Assertiveness is often confused with **aggressiveness**. Aggressiveness involves expressing your feelings in a manner that does not respect the feelings and needs of the other person.

Passivity is the inability to express your feelings, needs and rights adequately. Passive individuals tend to feel victimized and experience greater levels of stress due to not being able to express themselves.

Aggressive people tend to victimize others, causing stress but also experiencing it, as their relationships tend to be conflicted as well.

Group Discussion

1. What are the consequences of not being assertive at work? In your personal life?
2. What are the benefits of being assertive?
3. What are barriers to assertiveness?
4. How might you overcome a barrier to being more assertive?

Common Barriers to Assertive Communication

- Belief that it's selfish to put your needs before others
- Belief that asking questions reveals stupidity
- Belief in keeping your opinions to yourself, especially when talking to someone in authority
- Not wanting to rock the boat
- Not wanting to hurt anyone's feelings
- Fear of disappointing someone
- The Savior (wanting to be all things to all people; you're a rescuer)
- Feeling the need to apologize (you don't need to apologize for your feelings)
- Feeling the need to offer excuses (you're entitled to your feelings)

Crafting Your Message

Keep these questions in mind to achieve desired results.

1. What do I want as an outcome(s)?
2. Am I introducing a new idea?
3. Am I trying to persuade people?
4. What words best illustrate how I want to come across? Confident, inspiring, knowledgeable
5. What do I want to say?
6. How do I want to say it?
7. How do I want to start?
8. What do I want to avoid saying/doing?
9. What can I anticipate as a reaction/response?
10. How would I like the interaction to end?

Speaking with Confidence

Say it like you mean it

- Choose words carefully and make every word count
- Enunciate each word and emphasize certain words

Sounding confident

- Be mindful of how often you say “I think” or “I believe” especially when talking about something you know to be a fact.
- “I think” or “I believe” is appropriate when offering an opinion
- Don’t speak in a monotone; change your tone, speak with energy and conviction

Power of the pause

- A pause lets the listener know you’ve said something important
- Pause before and after each sentence and
 - After something important
 - After a rhetorical question
 - After a request or call to action

Unspoken Signals

- Communication is 30% verbal and 70% non-verbal
- Be conscious of your body language
 - Give direct eye contact (one thought to one person at one time)
 - Facial expressions (must match your words)
 - Gestures; use hands in a strong, purposeful way; don't clinch fists, perceived as nervousness
 - Posture, stance



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Activity

What Would You Do?

Write an assertive response to the situations below and then compare your responses to the person next to you.

Situation 1

You are in a staff meeting. There is a discussion about changing the day of the meetings; you are not convinced it is a good idea.

Activity

What Would You Do?

Write an assertive response to the situations below and then compare your responses to the person next to you.

Situation 2

You are about to leave on a Friday afternoon after working late hours all week on a special project. A colleague stops you and asks if you can stay late to help him finish his portion of the project since he is behind.

Activity

What Would You Do?

Write an assertive response to the situations below and then compare your responses to the person next to you.

Situation 3

Your manager requires that everyone submit vacation requests in advance. You and a colleague have asked for the same week off. You have more seniority (time wise) than your colleague and you just found out that her leave has been approved. You haven't heard back yet and it's important that you know something today so you can make your reservation.



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Action Plan

What specific barrier(s) keep you from being more assertive?

What will you do to overcome the barrier(s)?

What will you do to modify your behavior and increase your level of assertiveness going forward?



MORGAN HEMBARSKY
OFFICE OF ORGANIZATIONAL
EXCELLENCE



NEXT MEETING

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