

**UNCG | Staff Senate**  
**Strategic Plan 2024-2027**

In Fall 2023, the staff senate at UNC Greensboro (UNCG), identified and charged an ad hoc committee to develop a new 2024-2027 strategic plan. Committee membership, listed below, began their work in September, along two preliminary lines: first, identifying other institutions' strategic plans for shared governance units; and second, developing tools to better collect and understand the needs of UNCG staff members.

Our goal, to create a strategic plan for the UNCG Staff Senate, kept to a tight timeline. From that first meeting in September 2023, and after reading several other institutions' strategic plans for staff senates, we designed and distributed an evaluation tool for collecting staff thoughts and recommendations in November (a copy of this instrument is in appendix 1) and hosted a listening session in December. This committee then distilled the feedback from over 100 staff colleagues and outlined the document that follows, in line with best practices from other bodies like ours. We presented it to the executive committee in March and brought it to the full Senate for an introduction to that body one week later. Following feedback from that body and subsequent updates, the Senate voted on the plan in June.

Three broad themes emerged from our work: the importance of improved communication among staff – already a diverse group of employees working varied shifts across dozens of campuses and centers in the region; the need for improved and expanded collaboration among staff, administrators, organizations, and the various ad hoc and special interest groups with whom we work; and during this critically important time in our institution's history, improving our ability to understand the climate among our staff peers. These themes are explored in the work that follows, with recommendations for the next steps.

As a three-year plan, this document is neither unchanging nor inaccessible. It will be broadly shared via the staff senate website and other channels. Through the continued work of ad hoc and subcommittees, we will begin to implement its recommendations with continued feedback from all staff. It will be revisited regularly to understand if and how it serves our broader goals as a senate, with formative and summative evaluations to allow us to understand that work as it continues, and in 2027, as it concludes.

Perhaps most importantly, this document highlights the vital role of UNCG's staff senate as a connector, bridging the gap between staff – around 60% of our total institutional workforce – and upper-level administration. As a shared governance body for all staff, the staff senate provides administration with an incalculably rich body of experts who care deeply about our shared commitment to the well-being of the UNCG community. We are pleased to have worked with all of you to develop this plan and are deeply grateful for your thoughtful feedback that created it.

**Committee Members:**

Carla Wilson (chair)	Christopher Jasso	Avery Craine Powell
Audrey Bryk-Lee	Kimberly Mazingo	Mitzi Cartwright
Kristy Howell	Barbara Halbert	Heather Bishop

## **UNCG Staff Senate Mission & Vision**

### **MISSION**

Whereas staff perform work critical to the accomplishment of the academic mission, the functioning of business operations, and the success of students, the Staff Senate's mission is to:

1. Provide for the central involvement of staff in the university community.
2. Act on matters of collective interest and concern by advising university leaders regarding policies, procedures, and processes that affect staff.
3. Participate in university governance by recommending to the Chancellor staff representatives to serve on university committees and advisory or governing bodies as appropriate.
4. Improve communication, collaboration, and collegiality among staff and between staff and faculty across the university.
5. Encourage, support, and advocate for the professional and personal development of staff.

### **VISION**

As the collective representative of the UNCG staff, the Staff Senate will work diligently and persistently to create a university where everyone can find and enjoy fulfilling, meaningful, and rewarding work. In pursuit of this goal, we seek to enrich the lives of all members of our university community; to champion a university-wide culture of mutual respect, inclusiveness, and collegiality; and to advocate for the essential role of staff in leadership and shared governance at UNCG.

## Our Goals & Values

The Staff Senate's goals align to cultivate trust, enrich relationships throughout campus, and foster a creative culture for the UNC Greensboro community. In order to bring forth effective change, three areas have been identified.

1. Increase information, knowledge sharing, and resources through effective **communication** with staff across campus and with senators serving in Staff Senate.
2. **Collaborate** with administration, organizations, ad hoc, and special interest groups to strengthen relationships and move UNCG forward.
3. Identify how to receive feedback regularly and effectively from staff, to better understand **campus and staff climate**. Ensure a mechanism is in place to both receive feedback from staff and return updates to staff.

# 1 COMMUNICATION

## 1. Increase internal and external outreach to staff.

- a. Create and maintain an onboarding process for new and returning senators.
  - i. Ensure senators understand their role and the expectations of their acceptance to be a part of Staff Senate.
  - ii. Offer events, resources, and/or promotional items, as available, to welcome and identify new and returning senators.
  - iii. Explain what the UNC System Staff Assembly is and how senators can engage with it.
  - iv. Encourage staff to invite prospective and interested senators to meetings.
  - v. Encourage potential members to attend at least one Staff Senate meeting before running for a term.
  - vi. Develop and maintain a senator mentor program for newly elected members.
- b. Create and maintain a welcoming strategy for newly hired staff.
  - i. Partner with Human Resources for new staff employee onboarding to represent Staff Senate during sessions.
  - ii. Reach out to newly hired staff to introduce them to Staff Senate, their senator(s) and let them know how to engage and how engagement might benefit them.
  - iii. Explain what the UNC System Staff Assembly is and how staff can engage with it.
  - iv. Reach out and engage staff interested in Staff Senate.
- c. Promote Staff Senate and its initiatives at campus level events.
  - i. Identify additional campus events to participate in that include but is not limited to the new staff orientation offered at the campus level.
  - ii. Evaluate possible promotional materials or handouts to disseminate at events e.g., one-pager about Staff Senate for new staff.
- d. Promote Staff Service Opportunities
  - i. Provide additional information, through various means, to staff about service opportunities.
  - ii. Provide additional information, through a variety of means, to staff Senators of internal and external collaboration opportunities.

- iii. Identify opportunities that are staff-focused and supporting the UNCG Community.
- e. Increase staff visibility through retaining effective outreach mechanisms, including recognition awards, scholarship awards, staff appreciation day, and other events or opportunities.
- f. Increase outreach to our satellite campus staff.

**2. Refine our identity to become a source of information for staff.**

- a. Create a staff-focused FAQ webpage on the staff senate website, ensuring that the website is a hub for clear and accurate communication.
- b. Streamline process for staff to contact senators, including questions, communicating constituents' concerns, and participation in meetings across campus.
- c. Proactively keep staff informed of state legislation, system, and local policy, etc.

**3. Create and share a Staff Senate brand guide to detail staff senate identity and the roles and responsibilities of staff senate, to include but not limited to:**

- a. Consistent language that Senators can use in their annual review detailing the expectations of their participation with Staff Senate.
- b. Consistent language that Senators can include in their email signature identifying them as a member of Staff Senate.
- c. A blurb that could be included on websites across campus to help point staff towards the Staff Senate website.
- d. A comprehensive toolkit for staff senate/individual senators to include:
  - i. Sharing and promotion of information about the senate
  - ii. Communication regarding staff scholarship and other supported benefits
  - iii. Solicit input from constituents via quantitative and qualitative data regarding staff outreach and explain the types of data collected, and collection and retention strategies.

## 2 COLLABORATION

- 1. Establish collaborations with campus organizations featuring representatives specific to each area, alongside Staff Senators, to actively engage with and address staff feedback.**
  - a. Create a partnership with Human Resources and other departments across campus to address staff feedback and concerns.
  
- 2. Forge connections with campus resources to enhance staff engagement with UNCG initiatives.**
  - a. In conjunction with units and persons across campus, offer professional development opportunities to engage in increasing awareness around mental health and well-being topics, such as QPR (Question. Persuade. Refer.) suicide prevention and Safe Zone, and other training opportunities.
  - b. Continue to build relationships with groups across campus to ensure information about staff incentives is being shared widely.
  
- 3. Collaborate across campus to amplify staff connections to UNCG initiatives.**
  - a. Promote the Eight Dimensions of Wellness as a framework for staff in their life-long process of becoming aware and bringing balance to their life so that they can make choices towards a healthy and fulfilling life.

### **3 CAMPUS AND STAFF CLIMATE**

- 1. Cultivate appropriate spaces to receive feedback from all staff using various modalities.**
  - a. Administer surveys to staff to receive feedback regarding concerns and needs staff have and what priorities are shared throughout the campus.
  - b. Intentionally provide multiple modes for gathering feedback.
  - c. Create new and participate in existing opportunities for staff senators to join departments, units, and/or offices across campus as needed in their spaces.
  
- 2. Intentionally disseminate results and collect feedback on processes.**
  - a. Develop a feedback mechanism on the Staff Senate website and by other means.
  - b. Provide a way for staff to interact anonymously with Staff Senate.
  
- 3. Increase participation in campus-wide decisions with upper administration.**
  - a. Meet with upper administration to share staff concerns and report back appropriately.
  - b. Review current senate reporting structure on campus to identify appropriate channels of communication.





# UNC GREENSBORO

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## Staff Senate

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