1. Communication
   a. Revisit and revise (if necessary) the Meeting and Communication Procedures document
      i. Ensure it is in line with the Governance Steering Council bylaws
      ii. Provide the Senate’s organizational chart to constituents
      iii. Questions to be sent to guest presenters at least one week in advance of meetings; require a written response
      iv. Regular check-ins with the action plan
   b. Send out the revised communication plan to constituents
   c. Create a way to track issues (Google documents/form is a possibility)
   d. Media presence (pictures on website, streaming video or podcast of meetings)
   e. Request publicity of internal staff promotions and/or updates from the Office of Human Resources

2. Preferred Workplace (collaborative effort with HR)
   a. Collect data on the number of staff, faculty, C2 hires over the past couple of years
      i. Use this data to see whether or not staff hires have increased
   b. Explore social activities and promote those activities for staff
   c. Support the Office of Human Resources Staff Salary Study initiative
   d. Recognition
      i. Involvement of UBSS at events across campus
   e. Work with GSC Diversity Committee
      i. Apply for a grant for a climate survey

3. Staff Development
   a. UBSS Professional Development Day
      i. Partner with the Office of Human Resources
      ii. Come up with a plan of organization for a development day, summer 2015
      iii. Use of internal presenters (tap into staff talent) on a variety of topics
   b. Fundamental Training Topics – Collaborate with the Office of Human Resources—these topics may be included in UBSS Professional Development Day or could be used as training sessions throughout the year
      i. Sexual Harassment
      ii. FERPA
      iii. Diversity/Civility Training
      iv. Title IX
      v. Reporting Child Abuse
   c. Promote Existing Training
i. Safe Space
ii. CEA
iii. Incognito
iv. Emergency Preparedness

4. UBSS – Specific Initiatives
   a. UBSS mentoring /training (refer to #1 and #3 for specifics) on how to communicate with constituents, attend any training sessions, etc.
   b. UBSS positions within the Governance Steering Council
      i. Research work-life balance issues associated with this leadership position
      ii. Research compensation
      iii. Research funding options and alternatives (example: grad students)
   c. StrengthsQuest tests for all Senators
   d. Inventory of Committees
      i. Structure/reassess action plans
      ii. Submit new action plans to the committees
   e. Contact various leaders across campus to present at UBSS meetings. Presenters and topics will vary, depending on the month/time of year.
   f. Develop a slide for UBSS information for new employee orientation sessions.
   g. Possible meet and greet with Senators in each constituent area.