

UWM University Staff Senate  
Climate and Information Committee

December 18, 2019

9:00 – 10:00 AM | Library Room 301 (The Roosevelt Room)

AGENDA (Revised from December 11, 2019)

- I. Call to Order
- II. Review and Approval of Minutes from 11-12-19
- III. Newsletter – Roll out/Timeline
  - a. Update?
  - b. Roll out by January 25 to all University Employees
  - c. Cost for print version? Or electronic only
- IV. Brown Bag Series – February
  - a. Identify Date
  - b. Topics for discussion:
    - i. How to Progress as a Civil Servant – out of date title;  
“How to advance your career as a State employee”
    - ii. Taking Control of Your Career
    - iii. Delegation and Empowerment: Building your Team
      1. Why Don’t we Delegate
      2. Why Managers have a hard time delegating
      3. How to overcome barriers to delegation
    - iv. Manage and overcome interpersonal conflict
    - v. Building Effective Relationships and how to find an advocate
    - vi. Life Happens – How to balance and feel good at the same time
  - c. Who will find expert?
  - d. Marketing of Brown Bag
  - e. Location
  - f. Registration
  - g. Facilitator
- V. Other Business
- VI. Adjournment