

# RECWELL: ELEVATION #5

## WORKPLACE CULTURE PLAN

2019/20

Subject	Culture Waypoints:	
Culture	Create a positive environment where everyone feels acknowledged and valued.	
<b>Chair &amp; Members</b>		
Rusty Vineyard (Chair)	1. Embrace transparency.	
Brian Mahoney	2. Recognize and reward valuable contributions.	
Butch Fealy	3. Cultivate strong co-worker relationships, to promote a team atmosphere.	
Trevor Fulton	4. Practice flexibility and understanding.	
Emily Tuschhoff	5. Give and solicit positive and constructive feedback.	
	Topic	Timing
<b>Fall</b> First meeting: 9/30/19	<ul style="list-style-type: none"> <li>Transparency – what is this and how much do staff members want to know.</li> <li>Communication Plan – developing a strategy to engage our staff and keeping folks in the know.</li> </ul>	<ul style="list-style-type: none"> <li>Team members will work with their staff and follow up at next meeting on 10/14.</li> <li>We were brainstorming ideas for next meeting on 10/14.</li> </ul>
<b>Winter</b> Meeting: 10/15	<ul style="list-style-type: none"> <li>Communication Plan notes Weekly, Monthly, every two-weeks. Social media.</li> <li>Creating a newsletter</li> <li>Communication Plan strategies</li> <li>Transparency</li> <li>Birthday's</li> </ul>	<ul style="list-style-type: none"> <li>First newsletter schedule to go out in November</li> <li>Birthday's beginning in February will begin celebrating all birthday's in a given month in one celebration vs. individual celebrations.</li> </ul>
Meeting: 10/28	<ul style="list-style-type: none"> <li>Elevating morale thru appreciation</li> <li>Coffee breaks – informal social gatherings</li> </ul>	<ul style="list-style-type: none"> <li>BeWell membership - - introduced as an initiative to increase wellbeing amongst Student Affairs professionals. November roll-out</li> <li>Coffee break – next scheduled February 24<sup>th</sup></li> </ul>
Meeting: 12/2	<ul style="list-style-type: none"> <li>Appreciation Languages</li> <li>People development</li> </ul>	<ul style="list-style-type: none"> <li>As a leadership group, we read the 5 Languages of Appreciation in the Workplace. All submitted their preferred appreciation by taking the MBA inventory.</li> <li>Talked about focusing on development through performance evaluations. This spring, during Performance Evaluation submission.</li> </ul>

	Topic	Timing
Meeting: 1/23	<ul style="list-style-type: none"> <li>Developing a “people process.”</li> <li>MBA “Appreciation Inventory” follow up</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting, February 25<sup>th</sup> at 4 pm</li> </ul>
Spring		
Summer		

NOTES:

Additional Waypoints:

- Cultivate strong customer relationships.
- Open and honest communication while staying true to our core values.
- Create a culture of wellbeing in the workplace.
- Create a sense of ownership.
- Foster opportunities to give back to our U of I and Moscow community.