

Project Outline for Release Time Application 2019 - 2020

Planned projects listed below.

Objective	Timeline	Goal	How will this be accomplished	How will this be evaluated
1. Establish office hours for the Officers and LRS	June 30	Increase accessibility for members	Hours will be discussed, set by the officers involved, office hours posted and advertised.	Each contact with a member will be recorded
2. Reconstitute chapter committees to reflect more of the statewide initiatives	August 31	Address campus issues, plan workshops and organize members	Working with the chapter executive board to identify issues and recommend committee members. Set up meeting times for the committees.	Measure the outreach to members, attendance at meetings and events, evaluation forms.
3. Set calendar of meetings and events for the calendar year	September 13	Meetings scheduled and published	During the summer retreat discuss dates and activities and follow up after the retreat.	A published Calendar
4. Plan to have a summer retreat	Mid-June	Schedule a two-day retreat	Reserve space, create an itinerary with officers, send out invites	Attendance and Evaluation forms
5. Schedule visits and events at the Southampton campus	Mid-October	Engage members in Southampton and connect Main campus members with Southampton	Work with members on the Southampton campus to schedule meetings and events.	Attendance at meetings and events
6. Strengthen and continue to build the department rep system.	End of the Fall semester	Increase the number of department reps and provide trainings	Through the Chapter Membership Committee working with the MDO.	Increase in the number of reps
7. Revamp the new employee presentation and coordinate with the HSC Chapter	September 13	Streamline the presentation and update the materials	Working with the officers, executive board and the membership committee	Completed revised presentation
8. Establish a working relationship with the administration	Beginning of Spring semester	Have better cooperation and communication with the campus administration	Set regular meetings, a labor management meeting and set ground rules	Better communication and resolution of issues
9. Create a campus labor council	November 1	To communicate with the other unions	Contacting union leaders and setting meeting schedule and events	Council being formed

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10. Plan new employee events	October 1	Invite new members to an event	Track new members and schedule dates for each semester	Attendance and feedback through evaluation forms
11. Recruit co-chairs for chapter committees	September 13	Each chapter committee to have co-chairs	Recruit members to serve by working with the officers and chapter executive board.	Functioning of committees and how many have co-chairs
12. Re-establish a printed newsletter and expand social media outreach	October 15	Print at least two newsletters a semester and promote social media outlets	Working with younger members and recruiting co-editors for the newsletter	Printed newsletter and activities in social media outlets