CAS Staff Council Agenda

November 17, 2016 | 1:30 – 2:30pm | 402Q Manter Hall

* **Staff Development Funding Program**
	+ Guest presenters
		- Paulette Sombke (CCFL)
		- Natalie Chin (CCFL)
	+ Natalie went to web developer conference
		- Learned new ways to lay out web pages and new formatting techniques for mobile/desktop.
		- Use HTML because it’s accessible
		- Charts aren’t accessible on different screen sizes, new techniques for overcoming this
		- Conference was very applicable to her job
	+ Paulette wen to NCCD – National Center for Crime and Delinquency
		- They train workers who investigate child abuse and neglect, so this conference was relevant to that goal.
		- First conference was comparisons between two different types of assessments, actuarial and structured.
		- Second conference was family engagement inventory for child welfare
		- Third was Three Houses, or a different way to interview children
		- Training on countering anti-LGBTQ biases

* + Update from Alecia on University-wide budget announcements and the potential impact on this program
		- Tuesday Department Chairs/Directors meeting outlined the processes for the new budget freezes. This included guiding principles for Travel, prioritizing Faculty travel for presenting research and Grad Student/non-tenured faculty/etc for the same reason and operational travel (recruiting, etc.)
		- So, essentially Departments will be looking at what is essential travel for the department to move forward and what isn’t. Also, looking harder at spending while on travel.
		- Funding for travel programs will continue, including Staff Development Fund. If the funds have been awarded, but travel hasn’t happened, the funds will still be awarded.
		- Staff Development Program will be subject to guidelines above, so they need to prove it’s essential for the tasks of their job and do they enhance the services that it provides (mission critical services).
		- Purchasing – Departmental operating budgets haven’t changed in a long time, so expenditures can continue as long as they’re prudent. Large purchases may also be okay, but probably not something like a renovation.
	+ Eligibility Policy review
		- Current policy reads:
			* “**Eligibility:** College of Arts & Sciences staff with permanent employment in an Arts & Sciences department, center, program, or support services unit. Staff development requests will be limited to one request per staff member per year, and the request will be for one professional development opportunity. In other words, multiple items should not be combined into a single request.”
		- Revision draft (per feedback from previous meetings). Changes are bolded. Please edit!
			* College of Arts & Sciences staff with permanent employment in the Arts & Sciences department, center, program, or support services unit. Staff development requests will be limited to one request per staff member per **18 month period**, and the request will be for one professional development opportunity. In other words, multiple items should not be combined into a single request. **Funding will be limited to one staff member per department, center, program, or support services unit per conference each year. The Staff Development Funding Program aims to support staff members within departments, centers, programs, or support service units that cannot fully support these opportunities without additional support.**
			* **Suggested to change last sentence’s wording, and emphasize that this is in support of budget not to replace budget.**
* **Nomination/Selection of Staff Council Vice Chair**
	+ Amanda was nominated and accepted. Voting has nor occurred because of members missing from meetings. Should Kara create quick (anonymous) electronic voting opportunity to formalize?
	+ We all agreed this would be okay
* **Subcommittee Reports**
	+ Professional Development – Sophia
	+ Networking and Event Planning – Shawn
		- Subcommittee met and discussed what else they could do besides the Ice Cream Social – Tour of Morrill Hall (behind the scenes), possibly the Steam Plant, and Love Library. Hopefully looking to get one more event scheduled.
	+ Staff Recognition – Kate
		- Helps with Holiday Party – They did the handouts a couple years, maybe again.
	+ Communications – Casandra
		- Justin Gibson, and Amanda Lager
* **Holiday Party (if not already discussed)**
	+ What does Staff Council need to do? Or, is this just subcommittee?
* **Future Programming Options to Consider**
	+ Dean Fransisco’s idea of meeting with another University’s Staff Council
		- Education College’s Staff Council is interested, if we do that an event will need to get scheduled. Previously collaborated on a speaker event and a health booth.
		- Possibly bring in Staff Council from other colleges.
	+ Have guest speakers from around the College/University share information with Staff Council. This idea was sparked last month from Alycia Libolt who came to present with as a follow up to receiving funding, but we asked her a lot of questions about the College’s budget, funding, etc.
		- Tour of other offices?
		- Networking event where staff make short presentations on what each staff line does.
		- Split Sparks into speaker and then networking?
		- Coffee with the Council? More casual less formal
* **Future Meeting**
	+ December 15
		- Nebraska Hall – Juliee – 532/522 at 1:30pm
		- This date does not work for Sophia with conflicting meeting. Change time, or wait until Spring?
	+ Spring semester meetings
		- What typically works for everyone?
		- Wait until next meeting to discuss