**CAS Staff Council Meeting**

**2-23-17**

* **Staff Development Funding Program**
  + Previously approved Melynda Seaton for $750
    1. We all thought that sounded good
  + Most updated draft of eligibility revision statement. Final thoughts?

Eligibility: 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 unit per conference each year. The Staff Development Funding Program aims to supplement funding for units that cannot provide these opportunities without additional support.

* + - * + May remove “these” from last sentence
* **Subcommittee Reports**
  + Professional Development – Sophia
    1. April 5th, 2pm, Venue TBD (possibly Bailey Library). Kathy Castle from Comm Studies will be presenting on one of 3 or 4 topics.
       - Conflict management
       - Meeting tactics
       - Presentation and public speaking

Interaction and roleplaying involved.

* + 1. Director of Strengths Institute from CBA, budgeted for 30 people to take the test before the presentation. He also has interactive components. Shooting for March, April, or May
    2. Going to send out the survey to find out what people are interested in (see below for current template)
  + Networking and Event Planning – Shawn
    1. Shawn wasn’t able to join us, will be out rest of semester
       - Ask Shawn to nominate a stand-in
  + Recognition – Kate
    1. Nominees for Ovations, great number of responses
  + Communications – Casandra
    1. Can we make survey coincide with newsletter?
       - Add April 5th event and Strengths finder as TBD and survey link
         * Communication strategies in the workplace, Kathy Castle
       - Staff Development program advertisement with new eligibility statement
       - Update site with eligibility statement
* **Sending out interest survey**
  + Possible questions:
    1. What professional development opportunities would you be interested in?
       - Technology
       - Leadership
       - Diversity
       - Communication skills
       - Book club
       - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
       - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
         * Adding workplace issues, climate? Idea may be a forum held to express concerns and have their voice heard. “Current Events” bullet point, and “Campus Climate” bullet point
         * Blank space after the selection to explain an idea of what you’d like
         * Survey should be confidential
         * Question should be phrased something like “What activities would you like the Staff Council to focus on?”
    2. Is there a job function ~~that you feel your need more training on~~ for which you need more training? If so, please explain.
    3. ~~What time of day would you be most willing~~ Which time of day would be most convenient for you to attend a ~~professional development opportunity~~ Staff Council activities?
    4. Is there something that prevents you from attending professional development opportunities? If so, please explain.
    5. OTHER QUESTIONS?
    6. Open space for comments
    7. Deadline for responses – “Please reply by”
* **Guest speaker ideas for SC meetings:**
  + Employee Assistance Program – March?
    1. Look into this for March
  + Nancy Meiers - in July for team building
* **Other?**
* **Future Meetings**
  + March 23 (Spring Break) – ASDO 12th floor – Alecia
  + April 27 – Casandra
  + May 25 – Jorgenson – Amanda/Shawn – 338
  + June/July