

College of A&S
Staff Council Meeting Minutes
January 14, 2015 733 Hamilton Hall 2:00Pm – 3:00Pm

In Attendance: Shawn Langan, Alecia Kimbrough, Lori Byrne, Shea Svoboda, Helen Sexton, Jamie Longwell, Alycia Libolt and Beth Whitaker.

Agenda Items:

Committee Updates

Communications –

Have not met since last CASSC meeting

Networking –

Tours of the remodeled Brace Hall - Feb 6 at 10 am and 1:30 pm

- 20 min each – biology labs, math and IT
- Shawn volunteered to take pics for the newsletter

Recognition –

Have not met since last CASSC meeting

Staff development –

IT Academy – Kara’s contact with Ranelle Maltas, things are set up for the IT Academy to her end, now need to determine and/or setup possible programs to offer for “certification” by CASSC

- Will bring examples, options and ideas to next meeting for discussion

March SPARK – during Spring break – fitness class with Shelly Sorenson and possible tour of CREC is a go - day and time TBD

Review of Newsletter ideas and program

- Format will stay the same with online format a future possibility
- Plans for Newsletter to come out mid-March with possible inclusion of info on staff training resources, report from first CAS Professional Development Funds awardee Cassandra Siefkes, and highlighting activities that happened and that are coming up

Draft staff development funding program proposal

Approved proposal of staff development fund format had been circulated out to the college before winter break and first proposal receive in Jan

– Decided on criteria for determining approval of funding to be base on a 1 - 5 point (5 highest score) system that will be assigned to each of the following:

- Business rationale: ‘How does this training relate to your job responsibilities and/or career aspirations within the Department/College?’
- How will the training benefit your unit: ‘Will the training benefit one or more staff, students, or faculty in your unit? If so, how?’
- How will accountability be established: ‘How will the awardee share knowledge learned and/or incorporate the new skills in current job?’
- How will job functions be covered while employee is absent (if applicable)?
- Supervisory and departmental approval of the request
- Additional funding (and sources) being applied to the request

Cassandra Siefkes request for \$1537 for attending a conference was approved for \$1250, her dept to invest in her development by covering the balance

New business

Resources for staff development opportunities

Several committee members contributed staff development resource ideas

These were collected by Lori and will be added to and vetted, then published in the next newsletter

Upcoming Events:

Spark January 27 New Year Wellness with Kim Barrett

Spark February 17 Active Bystander with Jan Deeds

Spark March TBD Total Body Tone with Shelly Sorensen

Spark May 5 Communications: Nonverbal Cues with Dr. Charles Braithwaite

Announcements, Reminders & FYI's:

Meeting times are the second Wednesday of each month from 2 – 3pm.

Upcoming Meetings:

February 11, 2015 – Oldfather Hall Room 1223A

March 11, 2015 – Burnett Hall Room 313

April 8, 2015 – Jorgensen Hall Room 207