

Staff Council-Staff Development Committee

Meeting Minutes

07/17/2014

Opening

The regular meeting of the Staff Council-Staff Development Committee was called to order at 2:30 pm on 07/17/2014 in the College of Education Suite 1030 by Aileen Taylor.

Present: Santriesa Glover, Aileen Taylor, Kim Bass, Regina Anderson, Lareecia Mance

Guest: Alvin Clark, Facilities Information Systems

Open Issues

Lunch & Learn/Training Event: Alvin Clark was invited to share training/professional development needs for the Facilities department. Specific Training is currently being provided to Facilities staff by Deborah Dunbar in a designated training lab on campus with five available PC workstations. Training needs for Facilities staff are listed below in priority order:

1. Basic E-mail Usage/ Navigating Outlook
2. Smart Phone Applications (ADP app, specifically)
3. Basic Computer Skills and Microsoft Office 2013 software (Excel, Word, Outlook)
4. Promote GSU Services/Increase Awareness of Staff Perks and Training Opportunities

Smart phone devices were issued to Facilities staff in May 2014. The goal is for staff to become efficient in navigating within the ADP application on their Smart phone devices to view pay statements, time worked, and accrued time.

Challenges discussed; regarding training for facilities staff included awareness (communication) of training opportunities on campus, scheduling training events around lunch hours and late shifts, as well as creating buy-in from management to encourage participation in additional activities such as training. Ideas mentioned were to create an internal training certification for the Facilities department to include a pay raise or some incentive upon completion (i.e. mastering keyboard). Other ideas include identifying ways in which provided trainings may benefit facilities staff inside and outside of work. Some of these ideas included partnering with Literacy Action Inc. to offer employees the opportunity to earn their GED or creating a mentor program.

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Deleted: he Organizational Learning Plan will be marketed and presented during Employee Learning week Dec. 2- 6. Volunteers are needed to participate in Employee Learning Week, contact Doug Samuels/ Deborah Wilson for details. Testimonies are needed as well for staff that have attended trainings, please contact Doug Samuels/ Deborah Wilson if you would like to share your positive experiences in a training course that you have participated in. Marketing materials for Employee Learning Week will be posted on Base Camp- feel free to post/disburse.

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Deleted: Doug Samuels provided the committee with a hard copy of the "Compilation of Supervisor Competencies" document. The document was used to create training/leadership programs for Supervisors and Managers. Some of these leadership programs will launch as early as Sept. 5 2013. ¶
ODCS is hoping to gain access to the campus broadcast email so they can market the OLP programs. ODCS also plans to contact Anita Webb to ensure they have a table reservation at the Employee Benefits fair to market OLP with "ASK ME ABOUT OLP" buttons.¶
Deborah Wilson plans to share the USG Board of Regents Leadership Model on Basecamp.¶
It was suggested by the committed that individual course offerings that are part of a leadership training ...

New Business

TO DO LIST:

[Review and discuss information received from Alvin Clark.](#)

[Schedule a Lunch & Learn with Facilities managers to inquire about training needs.](#)
[Identify ways in which the Staff Development committee can help to meet the needs.](#)

Agenda for Next Meeting

Will be provided by [Aileen Taylor](#)

Adjournment

Meeting was adjourned by [Aileen Taylor](#). The next meeting will be [August 7, 2014 in the College of Education room 1030 at 2:30pm.](#)

Minutes submitted by: [Santriesa Glover](#)

Approved by: [Aileen Taylor](#)

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Members discussed planned trainings and new ideas for the Life Long Learning Sector, some of these included:¶
Cooking Courses¶
Project Management, Journaling, Discovering your Brand, Developing your OLP¶
Keeping up with Technology, Outlook on Steroids¶
Moving Away from Paper¶
Unwritten Rules of Engagement¶
Training Calendar- Update: Fall Course offerings are now posted and available for registration.¶
Staff Professional Development Grants- The committee discussed the outstanding proposal for funding professional development grants and the benefits of this proposal if passed.¶
Update: Outcome still has not been determined¶

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Deleted: Post to Basecamp "Compilation of Supervisor Competencies" document – Doug Samuels¶
Please provide feedback to Doug regarding Competencies document and trainings- Committee Members¶
Provide USG Leadership Model document- Deborah Wilson¶
Confirm ODCS Table at Benefits Fair- Deborah Wilson¶

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