Staff Development and Advancement Committee Minutes

August 7, 2014

The committee discussed the previous meeting and the guests. One major theme from the previous meeting was developing trainings for the facilities team, specifically computer and Smart Phone training. In order to get this process started the committee would like to contact the facilities directors to come for a committee meeting and give feedback as to the training needs of the facilities team university wide. The committee can also discuss schedules that would and would not work for facilities employees.

As part of the discussion with the facilities directors a few items need to be addressed:

- Lab access for computers
- Incentives for facilities employees to participate
    - i.e. Pay bonus, quarterly recognition, included in employee evaluations, certificate of completion
- Scheduling (possibly to start the program in the spring as a pilot)
- Possible partnering with the Literacy Action to help promote the GED program for facilities employees

The central HR office is also working on individual development plans that would help GSU move toward a learning culture. An employee and their manager would work on the IDP together.

The committee also discussed other ideas that could be done university wide as well as with the facilities employees. The committee discussed partnering with the staff recognition committee to participate in an employee spotlight 3 times a year. We could spotlight multiple people for different reasons, i.e. GED work, earning a bachelor's degree, other trainings, etc. We could possibly start a pilot program with the facilities employees first before moving to university wide.

The committee also discussed highlighting the HR training sessions such as the management certificate program, office etiquette program, etc. We could contact employees who have completed the program and get their feedback and highlight both the employees who have participated as well as the program itself.

The committee would like to research other universities trainings programs for ideas as well as possibly create a survey for facilities employees/managers to complete to get ideas about developing a training program.

Action Items:

Contact facilities directors about attending a meeting

Possibly contact HR to discuss creating a training program specifically for facilities employees

Contact IS&T about labs and computer trainings