

Staff Development and Advancement Committee (SDAC)

Meeting Minutes August 1, 2012

The meeting commenced at 3pm.

Attendees: Adrienne Gonzalez (vice-chair), Regina Anderson, Leslie Bishop, Courtney DuBois, Harvey Johnston, Cynthia Martin, LaDonna Pelt, Myisha Washington

Absent: Miriam Jackson (chair), Lisa Zanders, Deborah Covin Wilson (ODCS)

- I. Review of June & July meeting minutes
 - a. No objections offered to the minutes.
- II. Reports from sub-committees
 - a. Campus Campaign (CC) – Courtney DuBois has volunteered to help Myisha with this project.
 - i. Myisha reported that out of University Staff Council, 18 people responded to a survey about the CC. She passed around some copies of the responses.
 1. Findings
 - a. The fact that staff and faculty have not had raises in the past four years is on the radar of the CC program. Ultimately the findings point out that there is not much interest from those surveyed in contributing to the CC.
 - b. There was interest in spending time instead of money for the benefit of the GSU community however, this is not the focus of the CC.
 - c. The CC hopes to be able to highlight the Staff Scholarship as a benefit for staff seeking financial assistance as they pursue degrees while working
 - ii. It was mentioned by one of the other committee members that there may be an affiliated program with Discover credit card and GSU Panther Cards, and that this would be a way to raise funding for the CC.
 - iii. Myisha will continue to try to schedule a meeting with the Staff Recognition Sub-Committee and to work with them on the CC project.
 - b. Management & Supervisory Training Project
 - i. Adrienne, Regina, Leslie, Miriam and Deborah met on 7/24/12 with the Executive Leadership Academy for Women (ELAW) subcommittee who are also tasked with creating a curriculum to be implemented by Organizational Development and Consulting Services (ODCS) for high-level staff supervisors.
 1. ELAW had already looked at benchmark staff development training programs at other universities: University of Central Florida, Old Dominion, University of Delaware, University of Houston
 2. ELAW and SDAC are dividing management and supervisory positions by job code and reading them more in-depth to try to make recommendations for training that is specific to a job code range.

3. One of the guiding documents for this project is the Staff Survey from summer 2011. A large complaint in the survey was that managers and supervisors had not had training in management and supervision at GSU and were therefore not great managers.
 4. General goals & benefits were discussed:
 - a. Formalized program to allow for advancement of staff employees within the University
 - b. Concrete competencies identified for management and supervisory positions that aspirational staff can work towards.
 - c. More useful/meaningful performance evaluations.
 - d. Improved employee interrelations & succession planning
 5. Deborah suggested that the group aim to make recommendations for a curriculum that ODCS can develop and implement.
 - ii. Questions discussed by members of SDAC focused on whether or not faculty managers and supervisors would need to/have to take similar management & supervisory trainings, and if there would be refresher courses required (or offered) for managers and supervisors who had already taken the courses offered.
 - c. Community Project – LaDonna gave updates about the events going on in conjunction with the Community Relations Sub-Committee and the Office of Civic Engagement.
 - i. Homeless Week will take place in the fall, probably around the week of Thanksgiving.
 - ii. The Shoebox Project will be a drive to collect toiletries, placed in shoeboxes, to give to shelters around Atlanta.
 - d. Information Dissemination Project – Harvey is trying to schedule a meeting with the Communication Sub-Committee
- III. Questions, Problems, Concerns?
- a. Announcement: Cynthia Martin has taken a new position in the Institute of International Business (part of the Robinson College of Business) and is leaving University Research Services & Administration. Since RCB has a full quota of representatives on Staff Council, Cynthia will have to step down. Cynthia hopes to still be an “unofficial” member and offers her services and insights to our sub-committee.
 - b. Announcement: Leslie Bishop distributed information on the Alpharetta Center, promoting it as a good “off-campus” spot to hold department retreats and meetings. There is no charge for usage for GSU departments and offices.
- IV. Action Items for Next Meeting – none presented
- V. Closing – 4pm

Next Meeting Scheduled for 3pm, Wednesday, September 12, 2012