

## Staff Development and Advancement Committee (SDAC)

Meeting Minutes September 12, 2012

The meeting commenced at 3:10pm.

Attendees: Miriam Jackson (chair), Adrienne Gonzalez (vice-chair), Regina Anderson, Leslie Bishop, Harvey Johnson

Unexcused Absentees: Courtney DuBois, Lisa Zanders

Excused Absentees: Deborah Covin Wilson (ODCS)

- I. Review of August meeting minutes and approve
  - a. Minutes approved
  - b. Updates: LaDonna Pelt and Myisha Washington have left our committee and GSU for different positions. More information on their replacements will be forthcoming from Executive Committee.
  - c. Miriam has heard from Executive Committee for Cynthia's replacement. Her name is Leslie Currah.
- II. Select a new date for October's meeting
  - a. Our next meeting is scheduled to coincide with the President's "State of the University" address. If we can find a good time for most of the committee to meet, we'll reschedule.
  - b. Adrienne will send out a Doodle meeting request once Leslie has been able to obtain available dates for RCB 300 during the weeks around October 3<sup>rd</sup>. Miriam will be out the 3<sup>rd</sup>-5<sup>th</sup>.
- III. Reports from sub-committees
  - a. Campus Campaign – Since Myisha has left and Courtney was not present, there were no updates.
  - b. Management/Supervisory Training
    - i. Miriam had come to the meeting with recommendations for a webinar available from BizLibrary.com which touches on selection and grooming of managers & supervisors, including succession planning for individuals' career paths. Other members of this subcommittee are to review it.
    - ii. ELAW is working to map out the "who? what? and why?" to present in December on the need for a Management/Supervisory training program. This will be done in consideration of information from Employee Relations & the Office of the Ombudsperson – the number of monthly cases and reasons for cases brought, etc.
    - iii. Curriculum will be developed and housed with SDAC with the following considerations and in cooperation with ODCS.
      1. Sub-committee members should look at peer schools' programs: the Universities of Houston, Central Florida, and Old Dominion.
      2. Research the courses already being offered here at GSU and make recommendations on which ones would be good for the training curriculum.

3. Look at connections to be made toward “credits” employees can earn for attending and passing training courses as they relate to particular jobs or job classifications. Consider pros and cons of the ways to present content with special attention to how courses relate to job duties and responsibilities – lunch & learns? Book vs. practical learning? Outside consultants?, etc.
        4. Miriam can contact a former employee about past courses HR offered for this type of training.
      - c. Community Project – no updates
      - d. Communication Project – no updates from Harvey
- IV. Questions, problems, concerns?
- V. Action items for next meeting
  - a. Adrienne will connect with Luvell Lemons to see what the next steps are for the Office of Civic Engagement and how University Staff Council can participate.
  - b. Harvey will meet with John Medlock to explore communication avenues for staff and University best practices on communication protocol.
  - c. Miriam will come to the next meeting with an update from ELAW. The rest of the sub-committee for Management/Supervisory training will look at webinars, other universities, and the current resources available to staff at GSU.
- VI. Closing – the meeting ended at 4:30pm

**Next Meeting Date To Be Determined**