

## **Staff Development and Advancement Committee (SDAC)**

Meeting Minutes March 6, 2013

The meeting commenced at 3:05pm.

Attendees: Miriam Jackson (chair), Adrienne Gonzalez (vice-chair), Regina Anderson, Leslie Bishop, Courtney DuBois, Deborah Wilson (ODCS)

Excused Absentee: Cynthia Martin

Unexcused Absentee: Harvey Johnson

Guest: Doug Samuels (ODCS)

### **I. Review of February's meeting minutes and approve.**

- a. Some had looked at the minutes, others had not. Minutes will be redistributed to those who did not see them.

### **II. Update from ODCS on the classes established for First-Line Supervisory Training and other training initiatives**

- a. Doug circulated the ODCS vision via flowchart for the tiered training programs – Leadership, Management, Supervisory, and Office Professional Certification. Each of the three programs will have a particular set of courses as part of its curriculum. ODCS hopes to get the curricula finalized for Manager & Supervisory programs out by mid-March.
- b. Doug is asking that people reply to his e-mail with recommendations for which classes should be included in which program curriculum. Clarification was given that there can be some course overlap between programs, i.e. a course out of the Management curriculum could be substituted as an “elective” for someone taking the Supervisory program. The “Lunch & Learn” or “L&L” programs should be disregarded.
- c. ODCS is working on getting out the specific KSAs (knowledge, skills, and abilities) for a Manager and Supervisor.
- d. Deborah mentioned that the University is now using a new eTraining vendor Skillsport which offers online courses (for free!) to GSU employees. Managers, supervisors, and employees are able to develop their own “curricula” using this tool.
- e. Deborah also mentioned that Desire2Learn will be used to roll out the Ethics Training required of all GSU employees, and ODCS may also be able to use D2L for their Programs.

### **III. Upcoming Staff climate Survey: Focus – Retention**

- a. University Staff Council will be holding another Staff Climate Survey, hopefully this June. Miriam is on the ad hoc committee that will influence the composition of the survey itself.
- b. This year's survey will focus on questions of staff retention, in particular the group of employees with 5-9 years of service who were found to be at highest risk of “having seriously considered leaving the University” on the last survey.
- c. The survey committee would like to define what constitutes “serious consideration.” Miriam is asking us to look at the survey from the past year, available on the Staff Council website, and think of additional questions to add or current ones to remove to get at the answers to *why* someone would consider leaving. \*\*E-mail your suggestions to Miriam by 3/20.\*\*
- d. Miriam noted that only two units in the University asked for the results of the Staff Survey the last time it was administered – the College of Arts & Sciences and the College

of Education. Wright University and the University of Indiana-Perdue asked for results of GSU's staff survey. 854 total employees took the survey, roughly a 37.6% response rate.

#### **IV. Questions, Problems, Concerns, Announcements**

- a. **Leslie** announced that she will be joining with GSU Cares and the Alumni Office this weekend to volunteer with the Next Steps Youth Entrepreneur Program. Visit the website and e-mail Karen A. Todd today if you want to be involved:  
<http://pantheralumni.com/s/1471/2/3col.aspx?sid=1471&gid=2&pgid=640>.
- b. **Deborah** announced that her sorority is holding a "Spring Into Reading" program at the South DeKalb Mall this Saturday from 10-2pm. The event is geared towards children ages 3 to 13 years.

#### **V. Action Items for next meeting.**

- a. The next full University Staff Council meeting will be on March 20<sup>th</sup>, where SDAC will get its new members.
- b. The new committee will meet in April and select a chair and vice chair. Both Adrienne and Miriam are cycling off of the committee after March.
- c. **Leslie** has reserved RCB 300 for the 1<sup>st</sup> Wednesday of each month at 3pm through May. Should the committee like to continue to meet at that location and time, the next meeting will be April 3<sup>rd</sup>..

#### **VI. Closing**

- a. The meeting ended at 3:35pm