

Staff Development and Advancement Committee Meeting Minutes

2/4/2016 12 pm in Dean of Student (Multipurpose Conference Room)

Present: Present: Michell Temple, Latisha Barnes, Jeffrey Coleman, Doug Samuels (ODC)

Absent: Esther Yi and Zduy Chu

- I. Updated on Activities from January Meeting
 - Tish indicated Staff Recognition Committee had not meet and they did not have a meeting scheduled.
 - Michell indicated that she received the list of professional development activities from ODC. Three classes suggested by Committee were Emotional Intelligence, Making the most out of the Performance Evaluation, and Resume writing. Michell did not contact Kenya.
- II. Executive Committee Meeting Update
 - Michell providing a summary of the meeting.
- III. Finalize list of on campus professional development opportunities to promote
 - Doug Samuels provided an overview of certificate programs that were not included on the list of classes provided to Michell. This classes are open to all employees regardless of their position on campus. ODC offers at least one class required for each certificate each semester. Average cost to complete a certificate program between \$300 - \$500; 6 - 8 courses per certificate
 - a. Leadership and Management Certifications for First Line Supervisors, Managers, and Aspiring Leaders.
 - b. Another course called Preparing for Promotions
 - Tish discussed the Mentoring Program/ Executive Leadership for Women. Expressed concerns that these program excluded staff who were not entry level, but not managers yet, from participating as a mentor or as a learner. She was relieved to learn about the criteria for the certificate programs.
- IV. Discuss current venues to disseminate information
 - Website
 - Add article and references to ODC to Staff Council's website
 - Michell will summarize survey
 - Jeffery and Tish will share information about certifications
 - **Deadline to have draft (February 29)**
 - Staff Development and Advancement Brochure
 - Would include general information about committee and on campus professional development opportunities
 - Michell will contact Charles G. to determine what permissions we need.
- V. Employee Policy related to EDWS attendance
 - a. Michell discussed activities based on a question posed by a fellow staff council member, Lannada Oden, about staff attending EDWS events outside of their lunch hour. Michell reported that EDWS director reported that, no staff may not attend events outside of their lunch hour and the VP of HR Employee Relations reported, yes staff may attend events outside of their lunch hour. After some discussion it was determined that the perspectives differed because employees' ability to attend EDWS events outside their lunch is at the discretion of the supervisor/department. Michell recommended committee research previous

activities of staff council related to this issue. She also recommended that the Committee consider using the components of the Employee Leave Support Policy as a model.

- Michell will ask Esther and Zduy if they will assist in that research.

8.2.7.7 Miscellaneous Leave

Education Support Leave

To supplement work-life balance options for University System of Georgia employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or rollover and is not paid-out upon change of employment status. (BoR Minutes, May 2015)

<http://www.usg.edu/policymanual/section8/C224/#p8.2.7> leave

Related links:

https://tcsgeu.edu/tcsgpolicy/docs/III.U.6.c.Procedure_Miscellaneous_Leave.htm

<http://www.valdosta.edu/administration/finance-admin/human-resources/documents/educational-support-leave.pdf>

1/7/2016 12 pm in Disability Services

Agenda

Present: Present: Michell Temple, Latisha Barnes, Jeffrey Coleman, Zduy Chu

Absent: Esther Yi (attending a conference)

- I. Survey results
 - a. Staff who completed the survey seem most interested in Career Planning (52.46%) Management and Supervisory Skills (62.30%), and Preparing for Promotion (45.90%)
 - b. Committee discussed how to use the survey results
- Will use the results to promote the above types of professional development opportunities (PDOs) both on and in the Atlanta area
 - Possibly partner with Staff Recognition to offer a scholarship to participate in a professional development related to Management and Supervisory Skills, Career Planning and Preparing for Promotion.
 - Latisha will contact Anita Webb (Staff Recognition)
- Collect information about on campus PDOs for spring of 2016 and determine how staff council can disseminate this information.
 - Michell will contact Deborah Wilson in HR to determine PDOs for spring 2016 and then contact Kenya about best method to promote this information

- Additionally, develop a plan to request for VP to disseminate information about PDOs to departments step 1 complete d, step 2 develop a brief proposal to include chair of staff council initiating request
- II. Discussion of HR Policies or Staff Needs to address: See Survey Discussion
- III. Identify one goal and related activities for the spring semester
 - a. To establish a scholarship for PDO related to Management and Supervisory Skills, Career Planning and Preparing for Promotion
 - b. See Survey Discussion for more details.

10/23/2015 at 12 pm using Skype

Present: Michell Temple, Latisha Barnes

Absent: Jeffrey Coleman, Zduy Chu, Esther Yi

Minutes:

Co-chair vacancy

Latisha Barnes declined position as co-chair. Position remains vacant.

Benefits Fair

Call for Volunteers: Staff Development and Advancement is not responsible for recruiting volunteers per email correspondence with Sonda.

Name Tag: Disability Services will donate supplies for name tags. Latisha Barnes will create the name tags which includes contacting Charles Gilbreath for branding information.

Survey: Reviewed questions and modified number 4/5 to create a single question.

Perks flyer: Each member of the committee will request for their department to donate 100 BW copies. Latisha will research to determine if a perks flyer is still needed at fair. Esther, do you want to create a BW version of the Perks?

Equipment: Disability Services and Dean of Students will each provide 1 tablet to use for survey administration. We need someone to borrow a tablet from the Exchange. Volunteer?

Time frame/attire (10 am - 2 pm in Student Center Ballroom): Arrive by 9:30 am to determine if HR needs Committees help. If HR does not need Committee, we will participate in the fair in two shifts with shift with three people. Please sign-up for a shift below:

10 am - 12 pm

12 pm - 2 pm

September 24, 2015 at 12 pm Piedmont North Dining Hall

Present: Esther Yi, Michell Temple, Latisha Barnes, Zduy Chu, Jeffrey Coleman

Special Guest: Patsi Turner

Minutes:

Esther reviewed minutes from last executive board meeting.

Esther announced that she was resigning as chair of the committee, but would still serve on the committee. Michell will likely serve as chair. Latisha was asked to serve as co-chair.

Pat discussed plans for change agents' initiative. Pat explained that change agents would serve as the content to disseminate information about major changes within the university to their respective areas (college, department, unit etc.). She added the change agents would begin work in December. Pat also add that the change agents would also receive issues and concerns about the change from their respective areas. Esther then asked if the change agent role could include activities related the Staff Professional Development Committee. Pat indicated that the activities could directly relate to the role of the committee. She added the change agent initiative remains under construction and would provide more information shortly.

Committee then began to discuss activities for the remainder of the fall semester. Committee discussed Benefits fair and Employee Learning Week. After receiving an overview of both activities from Pat, the committee decided it would the following:

- 1) Participate in the Benefits Fair by disseminating information about unique perks/benefits of GSU employment and conduct a brief survey to learn more about staff's professional development needs. Latisha and Esther volunteered to ensure the perks handout was prepared for the fair. Michell volunteered to develop a survey. The perks handout and sample survey will be reviewed by the committee and approved by the next committee meeting. ????
- 2) Participate in employee Learning Week by identifying a meaningful way to engage staff in the activities for the week. Zduy suggested creating a 'passport' that would enter attendees into a drawing. The 'passport' would encourage staff to attend several days of the event. Pat will send the activities from last year for committee to review.