

# Staff Council Staff Development Committee Meeting Minutes January 18, 2017

## Committee members present:

Mary Ann Hanicak (Chair), Ruta Marino (Staff Council Member-at-Large), and Lisa Ramsey (Committee Volunteer).

## Committee members absent:

Marianne Cicirelli (Staff Council Member-at-Large), Salomon Rodezno (Staff Council Member-at-Large), and April Skurka (Committee Volunteer).

1. Staff Monthly Morning Social – Staff Council along with HR are hosting these events. Staff Council will be executing the event and HR is covering coffee costs. Staff Council covers all other costs (setup/delivery, tea, juice, and breakfast bakery). We are changing locations for each social to increase staff engagement. Listed below are the dates and locations for the spring semester.
  - a. January 20: Faculty Lounge (AD44)
  - b. February 3: Dean of Students Office, Conference Room, 2<sup>nd</sup> floor Student Center
  - c. March 3: Services for Students with Disabilities, Conference Room, basement of Administration Building
  - d. April 7: Athletic Department, Blue/Gold Room
  - e. April 19: Alumni Relations, Alumni Lounge – In celebration of JCU's Founders Day!
  - f. May 5: Chemistry Department, Conference Room
  - g. Morning Socials will be on hiatus for the summer and will resume in the fall.
  - h. Lisa Ramsey is coordinating publicity efforts for the socials this spring. Mary Ann Hanicak
2. This Week in Higher Ed Lunch Discussions – Based on positive results from fall 2016 program evaluations, we will continue to offer this lunch series. Ruta Marino will coordinate this series along with Marianne Cicirelli. Within the next week or two, announcement of dates coming soon.
3. Monthly Tech Ed Series – Staff from ITS (Information Technology Services) will facilitate this educational series. Feedback from the Staff Council assessment showed that staff were interested to improve their technology skills, especially with the most commonly used software systems at JCU.
4. Proposed changes to Staff Council constitution – Staff Council held a retreat in January to review the results of our Staff Council needs assessment survey. Based on those results as well as the experience of the leadership over the past 2 ½ years, several changes are to be proposed. These include the possibility of creating by-laws and changes to the committee and officer structure, roles, and responsibilities.
5. All Staff Meeting – The next All Staff Meeting had to be rescheduled to Wednesday, 2/8 at 2:00 p.m. in the Donahue Auditorium.
6. Next Meeting - The Staff Development Committee's next meeting is Wednesday, 2/15 at 10:00 a.m. in the Student Center, Conference Room B.