

Staff Council

Staff Development Committee

Meeting Minutes

July 20, 2016

1. Meeting was called to order at 10 o'clock. Those present: Mary Ann Hanicak (Vice Chair), Ruta Marino (Member-At-Large), Lisa Ramsey, Salomon Rodezno (Member-At-Large), and April Skurka. Those absent: Marianne Ciccirelli (Member-At-Large) and Brittiani McNeil.
2. Meeting dates for the 2016-2017 academic year were set for the third Wednesday of every month at 10:00am in Conference Room B, ground floor of the D.J. Lombardo Student Center on the following dates: Sept. 21, Oct. 19, Nov. 16, Dec. 21, Jan. 18, Feb. 15, Mar. 15, Apr. 19, and May 17. ***The August 17 meeting will be held at the same time but in the Dean of Students Conference Room.***
3. Mary Ann provided information regarding Staff Council Executive Board's continued discussion about our organizational structure. Committee members were in agreement that the Staff Development Committee could provide very different topics and formats for professional development opportunities. We also agreed that a survey should be administered to get feedback on past Staff Council programs and initiatives and to assess needs and interests for the future. It was also suggested that we inquire about the best day/time of the week for staff to attend events. Mary Ann agreed to post the committee's feedback regarding the creation of the survey on basecamp along with a proposed timeline.
4. The committee engaged in a hearty dialogue and brainstorming session regarding staff development ideas for the upcoming academic year. Ideas included:
 - a. Technology training: Adobe Photoshop (others), using Atomic Learning modules with popular software programs, Grasselli librarians taught faculty how to use three different free software programs to create posters, invitations, stickers, and other marketing materials, tap into the Cleveland Clinic's Speakers Bureau for health and wellness programs, offer a monthly series to discuss today's student issues and how we can better support them, training on entire Google suite, programs dealing with communication (assertiveness, conflict resolution, how to say "no", group dynamics, etc.), and programs that focus on professional and personal goals.
 - b. We look forward to the results of the Staff Council survey to inform the planning of our initiatives.
5. Next meeting: Wednesday, Aug. 17 at 10:00 a.m. in the Dean of Students Conference Room.

