

SAG Steering Committee Meeting Minutes 8/30/17

In attendance: Lisa Quimby, Kristie Ford, Rebecca Shepard, Lori Dawson, Alex Chaucer, Amanda McEnery, Lilly Routledge, Idalia Sepúlveda, Sherry Ankeny

1. Introductions - We introduced ourselves to Kristie and described our mission.
2. Discussion with Kristie Ford, Director of the Center for Leadership, Teaching, and Learning (CLTL) Kristie described CLTL (Discussion about how CLTL and SAG can work together) (Center for Leadership, Teaching and Learning)
 - a. Kristie is the director of CLTL as of June 1st, and she is asking what is needed by various groups, in particular reaching out to staff. CLTL has shifted focus to be more inclusive of staff, as staff feel under represented.
 - b. The Office of the Dean of Faculty is organizing specific training for administrative assistants; Kristie will find out more details and get back to us. Department chairs and program directors will also receive new training. Awareness of what supervisees do and experience needs to be included in trainings.
 - c. "Professional development" is a very broad term that can have different definitions to different people. Some staff may want more "nuts and bolts" job-specific training, such as MS Office, etc., than softer skills training currently offered by HR. Perhaps CLTL could organize broader professional development such as technology, diversity and inclusion, and health and wellness. Staff are also interested in training for working with students with disabilities.
 - d. Ideas for collaboration:
 - i. Bring in a speaker focused on staff, possibly focused on faculty-staff interactions and communication.
 - ii. Introduce the Staff Advisory Group at a faculty meeting.
 - iii. Networking with Union or other schools, RPI, U Albany, Sienna, St. Rose
 - iv. Finding people to offer workshops related to professional development.
 - v. Finding out how staff and faculty can be mentors to each other (skill based). Build list of resources on the website.
 - vi. Possible speed dating mentoring event.
 - vii. We can cross-promote CLTL events on the SAG website.
 - e. Upcoming CLTL events
 - i. CRLT players – this group performs skits about conversations that are currently going on and give solutions to how to better approach various situations in the future. The takeaways should also be relevant to staff, and staff are encouraged to attend.
 1. Conflict in the Classroom – Friday, September 29th 9:30-11:30 AM, Murray Aikins Dining Hall, Upper Level
 2. CUTS: Responding to Student Climate Concerns – Friday, September 29th 2:00-4:00 PM, Murray Aikins Dining Hall, Upper Level
 - ii. Invited Speaker Dr. Linda Tropp presents "Where Do We Fit In? How Whites Respond to Growing Racial and Ethnic Diversity in the United States" on Tuesday, September 12 from 7:00-8:00 pm in Davis Auditorium.
 - iii. There will be another speaker coming in October.

- iv. The In It series organized by Joshua woodfork will continue with events focused on gender and intersectionality during October 11-13.
 - v. The CLTL website (<http://www.skidmore.edu/center-leadership/>) also has a list of events and programs.
 - vi. In January – IGR faculty staff workshop
 - f. National Center for Faculty Development and Diversity (NCFDD)
 - i. Skidmore has joined this organization, which means that individual membership for every employee is free. If Skidmore is to continue membership in NCFDD, more employees will need to enroll.
 - ii. NCFDD offers resources and tools for professional development, work/life balance, etc. We agreed to explore this to see how useful it is and pass the word along to other staff.
 - g. Questions that came up during our discussion:
 - i. Is the money in our budget able to be used for conferences and travel, and professional development, inviting guest speakers?
 - ii. Could we collaborate financially with CLTL to bring in a speaker specific to staff and/or faculty-staff relations?
 - iii. Is it possible to gain more clarity around staff sabbaticals? – This is an HR conversation, not CLTL.
3. Update on reception:
- a. Music – Rebecca spoke with John Nazarenko; Adam will probably be available to perform again, but has not yet confirmed.
 - b. Time on invitation 4-5:30. Lilly will talk with Surrey so we can get in at 3:00 to set up
 - c. Raffle tickets – we need to buy these and submit receipts for reimbursement, so we need receipts from shopping.
 - d. Raffle prizes – Dining services can donate tickets, but we can't buy them for giveaway. Candace and Idalia reaching out to local bakeries – we could offer an apple cider donut party for the division that brings the most people.
 - e. Menu – Amanda and MJ are working on this.
 - f. Amanda has trivia questions – Those who answer correctly will receive an extra raffle ticket.
 - g. Scripts for the raffle breaks have been sent around
 - h. Rebecca is working on name tags.
 - i. We have decided against preparing a bookmark with future meeting dates because we aren't setting dates so far ahead of time. However, we would like to have at least one future meeting ready to announce at the event. Amanda will reach out to Kelli Johnson to speak about Opportunity Program at the SAG open meeting in Oct/Nov. She will see when Kelli is available, and we will organize the meeting accordingly.
 - j. Photographer – we have a student volunteer.
 - k. Lilly will contact media services for a microphone.
 - l. We need to get things together by next Fri. 9/8. We have agree to email each other any updates.