

Staff Advisory Group Meeting Minutes November 18, 2015

Attending: Jen Castellani, Lisa Christenson, Lori Dawson, Sherry Ankeny, Ryan Ballantine, Randy Rosen, Elizabeth Kopraski, Jamin Totino, Rebecca Shepard, Ben Harwood. Visiting: Barbara Beck, Joshua Woodfork

Jen opened the meeting, welcoming Barbara Beck, who joined us to present details of the upcoming Leadership Academy program to provide leadership training to staff and faculty.

Benefits: Don't forget to sign up for benefits! Open enrollment ends November 25:
<https://www.skidmore.edu/benefits/open-enrollment.php>.

Strategic Plan: Joshua Woodfork encouraged staff to read the newest draft of the Strategic Plan (also attached here) and to attend the next IPPC meeting (November 20 from 11:00 to noon, upstairs in Murray-Aikens) at which this draft will be discussed. If you cannot attend the IPPC meeting please send comments to the President's office (president@skidmore.edu). Joshua stressed that the Plan needs more input from staff. The draft will become final on December 1 so please attend the IPPC meeting or send any comments before November 24.

Leadership Academy: Barbara went through the outline of the program (attached here), describing each of the seven modules. The program was designed by Barbara to address issues that arose in the Staff Survey with the goal of providing employees tools to make them successful as leaders. As well as referring back to the suggestions/requests in the Staff Survey, Barbara looked at programs offered at other schools and corporations for examples. The entire program will take seven days spread over one year. The first iteration of the program will start in March 2016 and will be offered to up to 30 people, who will be nominated by President's Cabinet. These first participants are expected to include people who supervise large numbers of people in order to have the greatest impact. The program will be repeated every year, with the goal of eventually reaching all employees in supervisory positions.

Some employees might feel that their supervisors could benefit from early training and that they would not be included in this first wave. Barbara suggested that any employee who feels that her/his supervisor would benefit from this training should contact her, Terri Mariani, or Alena Lorens-Meyers with that suggestion. Any staff member who would prefer not to go directly to HR with such a suggestion is welcome to give that information to any of the members of the Staff Advisory Group, who will then anonymously pass the information along to HR.

The elements of the Leadership Academy are not intended to stand alone; participants are expected to complete all seven modules. Several similar programs are already offered through HR, however, and employees are encouraged to attend (or recommend that their supervisors attend) any of these programs.

Many of us had suggestions for modifying the Leadership Academy:

- We could offer some of the material on-line, or at least archive it on Blackboard, so that it would be easily accessible.
- We could offer some kind of credential for employees who complete the leadership triaging.
- The program might be offered to a smaller number of leaders at first to work out the bugs.
- Faculty who participate could count this training as service to the College.

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Next Meeting: The lively discussion of the Leadership Academy and the Strategic Plan prevented us from getting to our other two agenda items:

- Demystifying the PQ process and
- Should we plan a social event for staff?

These will top the agenda for our next meeting, December 9, 3:00 – 4:00 in the ICC. We hope to see you there! Have a great Thanksgiving break!