

DRAFT

to be submitted for approval at September 2016 meeting

Meeting minutes, Staff Advisory Group, May 11th 3-4 PM

Facilitator: Jamin Totino, Director of Student Academic Services,

Minutes recorder: Ben Harwood, Lead Instructional Technologist,
Academic Technologies

Location: ICC

***Updates: (reporting on topics from the last meeting)**

1. Minutes from previous SAG meeting were approved

2. Update on Leadership Academy and discussion on employee reviews (continued from December meeting)

Barbara Beck, Associate VP for Finance and Administration & Chief Human Resources Officer shared the new Leadership Academy has been a great success so far based on feedback from participants. Presently, twenty-one employees are involved in the year-long program consisting of 7 learning modules with the overarching goal of building a cohort of leaders for the future. The selection and recruitment process comes from nominations by the President's Cabinet. There is currently some preliminary conversation with Academic Affairs to design and adapt a version of the Leadership Academy for faculty that could be extended to department chairs and administrators in that division.

Regarding follow up questions about performance reviews, Barbara shared that Alana Llorens-Myers, Assistant Director for Training, Development and Project Management, generates a report every year of employees who receive (and do not receive) a performance review. This report is shared with President's Cabinet. Barbara reminded the group that President Glotzbach conducts performance reviews with Cabinet every year and that he believes in their value.

3. Facilities Working Group update:

Members of the Facilities Working Group, Sherry Ankeny, Equipment Manager, Athletics, Fitness and Recreation; Paula Brehm, Senior

Coordinator for Transfer Credit; Lori Dawson, Technical Director, Lighting Designer & Dance Theater Manager, reported they had a productive meeting with Dan Rodecker, Director of Facilities Services, on April 21, 2016. Dan shared they are in the process of updating the facilities web site to contain more facilities services operation details; We hope to give feedback as they build the website; The full SAG facilities working group report will be posted on the SAG website once Dan has had a chance to review it.

***Announcements/New topics: (this would be from guest speakers or discussions)**

1. Proposed Dates for 2016-2017 meeting times and days (proposed for 3rd Wed at 3PM)

2. Staff Reception Date

Rebecca Shepard, Curatorial Assistant & Interim Director of the Schick Art Gallery, updated the group. The reception is tentatively scheduled for September 21st at 4:00 PM. Planning committee member volunteers are needed. There is some conversation about having a department, sponsor the reception. Several spaces were suggested where the reception could be held, possibly at the Tang. Wendy LeBlanc, Managing Director of Operations and Conferences, volunteered to help coordinate the event and to share information about a similar meeting her office recently sponsored.

3. Discussion regarding Diversity Reading

Jamin Totino, Director of Student Academic Services, provided a handout, a short review article, of the book, *What If? Short Stories to Spark Diversity Dialogue*, by Steve L. Robbins. Some of the SAG budget may be used to purchase copies of the book. Jamin offered to reach out to Joshua Woodfork, VP for Strategic Planning and Institutional Diversity, about partnering to cost-share the purchase of the book and to co-facilitate the future book discussion.

4. Suggestions for next year

***Action Items: (this is tasks people will do before the next meeting and possibly become an agenda item for updates for the next meeting)**

1. Facilities Working Group to confirm with Dan Rodecker that their report may be posted on the SAG website.
2. Rebecca, Wendy and other volunteers to review the Faculty Reception document that the Staff Reception can be modeled on in the organization and planning of the event.
3. Jamin to reach out to Joshua Woodfork to collaborate and plan for the upcoming book discussion.

Next meeting dates and locations:

Wednesday, September 28, 2016 3:00 PM - 4:00 PM Staff Advisory Group Meeting , ICC
Wednesday, October 19, 2016 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, November 16, 2016 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, December 14, 2016 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, January 18, 2017 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, February 15, 2017 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, March 8, 2017 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, April 19, 2017 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC
Wednesday, May 17, 2017 3:00 PM - 4:00 PM Staff Advisory Group Meeting, ICC

Attendance:

Sherry Ankeny, Barbara Beck, Paula Brehm, Alex Chaucer, Lori Dawson, Ben Harwood, Lisa Quimby, Aaron Kendall, Wendy LeBlanc, Amanda McEnery, Idalia Sepúlveda, Rebecca Shepard, Jamin Totino