

**Staff Council
Staff Development Committee
Meeting Agenda
September 21, 2016**

1. This Week in Higher Ed
 - a. Feedback Survey – will send out today to the 19 participants
 - b. Delegate discussions among committee
 - i. Pick article
 - ii. Publicize it on Inside JCU – four days prior and then one day before; must include registration link (Qualtrics – MA can share with you)
 - iii. Day before at very end of day
 1. Email all registered participants with instructions and with copy of the article – I have sample email to use.
 - iv. Day of:
 1. Print out registration list
 2. I would suggest bringing some paper copies of article.
 3. If some people just show up – no big deal! Just add their name to list.
 4. After event, email Kim Shepard, Office Manager, JCU Dining with Total # to charge to Org Code: Staff Council, #103500. Copy me on this email so that I can notify David Wong.
2. Monthly Tech Series:
 - a. 9/28 Excel – Troy sending me description. Need to get it in today to Inside JCU along with registration form. Will be in BR43.
 - b. Delegate these monthly sessions as well
3. Semesterly speaker – We've talked about many ideas and Salo found some great resources! Who would like to work on this?
4. Next meeting: Wednesday, 10/19/16 at 10:00 a.m. – Conference Room B.

NOTES
