

John Carroll University
Staff Council
Staff Development Committee Meeting Minutes
September 9, 2015

1. Attendance: Mary Ann Hanicak, Lisa Ramsey and April Skurka. Absent: Ruta Murino and Brittani McNeil.
2. Meeting was called to order at 10:00 a.m. in the Conference Room B, Student Center.
3. We planned the first staff development activity for Thursday, October 22 from 2-3:00 p.m. and the tentative location will be the LSC Conference Room. It is a tentative space depending on how many staff register for the event. Here are the event details:
 - a. Title: JCU Staff Connections
 - b. Objectives
 - i. Provide staff opportunities to connect with each other around similar interests, hobbies, talents or passions.
 - ii. Offer a venue for staff to be in community with one another, fostering communication and building positive relationships.
 - iii. Increase staff morale and overall satisfaction with their role at the University.
 - iv. A very short survey will be sent to all JCU staff asking them to list the three most important things that they are interested in, are passionate about, hobbies of theirs or special talents. From this survey, we will then send out an all-staff email with a list of all the interests from the surveys and ask them if they would like to meet other staff members at JCU who share similar interests as them through the JCU Staff Connects program. The first event will occur on Thursday, 10/22.
 - v. All of the interest areas will have tables and staff will find their table and meet the people who share their interests. From there, we will introduce the JCU Staff Connections program, invite them to use some of our prepared small group questions, but they will most likely take the discussion on their own based on their shared interest.
 - vi. There will be a sheet at each table for each group to sign up on if they are interested in staying connected with their group.

The Staff Development Committee will collect all the sign-up sheets and share the contact information to each group via email and encourage them to stay connected.

- vii. If this is successful and we get good feedback on the program, we may consider expanding this beyond this one day and perhaps create a JCU Staff Connections website where we can continue to facilitate ongoing staff connecting with others across the University.

- 4. The Staff Development Budget was submitted to the Staff Council Executive Committee. Here it is:

**JCU Staff Council
Staff Development Committee
Budget 2015-2016**

Staff Networking Event: Mid October

Copies	\$25.00
Drinks	\$250.00
Snacks	<u>\$350.00</u>
TOTAL	\$625.00

Health & Wellness Activity/Speaker: Mid-February

Copies	\$25.00
Professional	
Fee	\$500.00
Drinks	<u>\$250.00</u>
TOTAL	\$775.00

Professional Development Event: Late March/Mid-May

Copies	\$25.00
Professional	
Fee	\$750.00
Drinks	<u>\$250.00</u>
TOTAL	\$1025.00

TOTAL BUDGET REQUESTED FOR 2015-2016: \$2,425.00

- 5. Meeting was adjourned at 11am.