

John Carroll University
Staff Council
Staff Development Committee Meeting Minutes
August 13, 2015

1. Attendance: Mary Ann Hanicak, Lisa Ramsey, Ruta Marino and April Skurka. Absent: Brittiani McNeil
2. Thank you to Lisa and others for their work in promoting August programs in HR's Supervisory Training Series. Note the cancellations in the Series on the HR website.
3. Feedback on Administrative Professionals Networking Forum
 - a. Confusion about who exactly this forum was targeting. Was it targeting secretaries/administrative assistants or others or both?
 - b. Some were disappointed that more data wasn't shared from Dr. Finucane's study. Left feeling like there had to be more information from the study than what was reported. Some administrative assistants were concerned how the sample was selected and if it was representative of their cohort, thus challenging the generalizability of the data all JCU administrative assistants.
 - c. Liked the idea of the network drive that all administrative assistants could share ideas.
 - d. They are looking forward to more of these forums. Perhaps there could be more than just two a year?
4. The committee generated ideas for three staff development opportunities this academic year – one in the fall and two in the spring.
5. Next meeting will be 9/9/16 from 10-11am in Conference Room B, Ground Level of the Student Center.
6. Meeting was adjourned at 10:55am.