

Certified Staff Committee Meeting Minutes

Date: 11/17/15 – 8:15 A.M.

Location: Viking Room Annex

Attendees: Diane Arnzen, Chris DeGeare, Kristen Yelton, Lisa Pritchard, Joette Klein, John Westerman, Greg McVey, Michael Booker, Kenny Wilson

Diane Arnzen opened the meeting at 8:15 A.M.

The group discussed the article, “Effective Communication for Project Success.” The article begins with an overview of common communication errors and provides strategies for improving project communications. The group discussed how these errors are representative of personal experiences and shared methods we have used to improve communication.

Discussion turned to the topic of volunteering during work hours. This discussion extended to attending a course, wellness activities, or athletic events. As supervisors, we feel there is a lack of guidance on what flexibility we have to allow subordinates to participate in these events during work hours. We will work to draft a policy addressing this issue. Lisa Pritchard volunteered to research similar policies from other institutions. Kenny volunteered to draft an outline. Chris volunteered to create a Google Drive folder for research and a Google doc for collaboration on the policy development.

In continuing our professional development focused on project management, we will invite a chair of the Strategic Planning Committee to speak on strategic planning at our December 4 Certified Staff meeting. If none are unavailable, we will find an article on strategic planning for group discussion.

Diane asked the group if we wanted to contribute to the Classified Staff Adopt-a-Family project. All agreed it would be more reasonable than trying to sponsor our own family. Diane will send an email with information for those who wish to contribute. Donations are requested by Monday, November 23, if possible, to allow for purchases on Black Friday. Those that need longer may contribute up until December 4.

Lisa reported that the Library renovation project team is being selected by Administrative Team. Lisa submitted names of around 30 volunteers from which the team will be selected.

Chris reported that he will present at the upcoming HLC convention with Trish Aumann and Caron Daugherty titled, "From the Ground Up: Building a Culture of Integrated Planning". The presentation will focus on methods used to align TAACCCT grant objectives and tasks with our institutional strategic plan.

Kristen reported that they will soon have an online application process for Viking Woods.

Greg reported the unveiling of our new mascot, Victor E. Viking, went great. There was a huge turnout and the hot dogs went quick.

Diane reported that the furniture committee will be making its decisions soon.

Meeting adjourned at 9:30 A.M.

Respectfully Submitted,
Chris DeGeare