



February 18, 2016

Update from Administrative Council to the Board of Trustees

Quarterly Schedule of Events:

Administrative Council (AC) has set the goal of scheduling one helpful event for the university in each of the four quarters. We held a "Brown Bag Lunch" in Fall, which set the topic for a professional development training in Winter. These lunches are opportunities for unclassified administrators to gather for a casual meeting to discuss ideas and interests for their fellow staff members. Administrative Council used this group to survey staff for ideas for a professional development training session, that could be open to ALL staff, in the Winter. Another "Brown Bag Lunch" will be held in Spring, and a final professional development training will follow in Summer.

At this time, council members anticipate Title IX trainings (which would provide a certificate of completion) for the Winter training. We also have the opportunity to explore internal resources for professional development, and hope to provide some valuable experiences for staff in the future.

Spirit Week:

Most recently, Administrative Council collaborated with the Campus Activities Board to conduct Spirit Week celebrations this year. We created a single calendar that listed all events and activities for all campus locations. Council members administered the registration of teams, distribution of a voting survey, and ordering plaques/awards.

Handbook and New Employee Checklist:

The unclassified administrator handbook remains in draft format. The document may need legal review, and currently is in the queue for Human Resources staff to review. The New Employee Checklist is also pending approval by Human Resources, as it would best be distributed through their office.

Sincerely,

Administrative Council members

Bill Goloski; Carleen Drago; David Thaemert; Denise Reid; Di Saunders; Leanne Reed; Lori Harris; Michelle Meyer; Shellie Wilson; Tracie Houtz