

ANNUAL REPORT – STAFF DEVELOPMENT

2018-2019

(submitted by Tabitha Thomas, 05/24/2019)

Committee Members:

- Megan Bouret
- Tracy Fuller
- Rachel Goodman
- Roland Hall
- Rachel Knudson
- Naomi Kosen
- Coreen Kozlowski
- Tabitha Thomas – Chairperson
- Elizabeth Worth – initially a co-chair, but resigned in November 2018 due to work load
- *Gennifer Baker*

Summer Planning

- We held our first meeting on July 11th to start planning for our monthly speakers and Discover U
- As a result of the Discover U participant survey from Spring 2018, staff across campus indicated it was difficult to be away from their roles for a long period of time. Much of the challenge is due to offices being short-staffed and individuals having additional work loads. The committee decided to plan “mini” sessions designed for 2 hours, maximum. The theme of these sessions will focus on skill-building. Tentative session dates are planned for October, December, February and April
- The committee also made a suggestion to consider an end-of-the-year dance/formal/social event to be held in the future (maybe 2020) at the Alumni Center (so that a cash bar can be offered). Staff Development could maybe partner with the Scholarship Committee and use this event to raise funds. The event could be held sometime in May – before graduation

Discover U Mini-Sessions

- **October 9, 2018** → presentation by **Mitch Johnson**, Collaboration Specialist at Corelink Administrative Solutions. Guidance on assessing your own communication style and identifying ways in which you can flex your style to open up the channels of communication. Online registration was 87

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- **December 2019** → *committee decided to not hold a session during this month because of the holiday rush*
- **February 12, 2019** → presentation by **Julie Stoll**, life coach. Presentation on 4 gem personality types (Ruby, Sapphire, Pearl, Emerald). Workshop closed with participants speaking their passion(s) and being affirmed. Online registration was 55. *We believe registration and attendance was also affected by the university closing on Thursday, Feb. 7th and late-start on Friday, Feb. 8th, due to a blizzard*
- **May 21, 2019** → presentation by **Kay Cameron** of Puzzled Rooms. Team building activities with a puzzle theme. Interact in groups with an exhibit of artifacts found on expeditions by CJ Kask. 13 exhibits equaling 13 puzzles to solve as team. Pre-registration was 132 + 1 day-of. 32 of those pre-registered did not attend. Final count was 100. *We think a reminder email should be sent to participants the day of the event.*

Monthly Programs

- **September 2018**
 - Matt Skoy, Homecoming
 - Ben Bernard, Robert's Rules
- **October 2018**
 - Rachel Knudson and Noah Fischer (HR). Open enrollment and FMLA process and eligibility
- **November 2018**
 - Jennifer Baker, NDSU Wellness Program
 - Sara Wald, NDSU Giving Day
 - Rachel Knudson, FLEX enrollment
- **December 2018**
 - President Bresciani
- **January 2019**
 - Patty Dirk. Student Health Services
- **February 2019**
 - Sue Skedsvold, Ambassador for LifeSource. Organ donations
- **March 2019**
 - Charlie Lindberg, The Village Services/ benefits from the Employee Assistance Program (EAP)

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- **April 2019**
 - Marc Wallman, VP of Information Technology
 - Tom Jirik and Jody Bohn-Baldock, UGPTI. Transportation Week
- **May 2019**
 - **No programming schedule; Senate elections**
- **June 2019**
 - Patricia Hanson, HR
 - Bruce Bollinger, VP of Finance and Administration

Monthly Meeting Discussions

- July 2018 → introductions; scheduling tentative speakers for monthly general staff senate meetings; ideas for Fall Discover U; end-of-year dance/social event at the Alumni Center
- August 2018 → confirmation of speakers for Fall 2019; tentative topics for Fall Discover U series (October and December 2019)
- September → discussed newly assigned budget and upcoming Discover U event
- October → no meeting
- November → discussed need for a new co-chair
- December → meeting cancelled
- January 2019 → Discover U events for Spring 2019; list of monthly speakers for February -May
- February 2019 → discussed Discover U held on February 12th; make final decision on last Discover U event (Puzzled theme?)
- March 2019 → no meeting
- April 2019 → final Discover U planning; request nominations for co-chair for next year
- May 2019 → finalize roles for upcoming Discover U event on May 21st

Suggestions throughout the Year towards future Professional Development/ Discover U

- 1 week free membership at Wellness Center
- Presentation on culture awareness (i.e. what you always wanted to know about...)
- Campus “orientation” for seasoned employees
- Quick reference resources/hand-outs regarding campus resources
 - Catchy title could be “Bet you didn’t know...”
- “Avoiding Burnout: Tips for Thriving – Not Just Surviving”
 - Facilitated by Jill Nelson (Associate Dean of Education) on March 28th

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- Creatively Uncorked
 - Mosaic/Painting activity
 - <https://creativelyuncorked.com/>
 - (701) 532-2112
- NDSU Bowling Alley rental
- Group Yoga
- Artworks, <https://www.theartspartnership.net/artworks/>
- Kay Francis as a speaker (<https://www.kayfrances.com/>)
- Self-referral from Kostas Voutsas (a past Discover U speaker; sends emails periodically expressing an interest in presenting again)
 - www.diversitykeynote.com

Budget (\$4,200)

Discover U - 10/09/2018	speaker	\$250.00
Discover U - 10/09/2018	catering	\$145.65
Discover U - 10/09/2018	printing	\$46.00
Discover U- 02/12/2019	speaker	\$500.00
Discover U- 02/12/2019	catering	\$250.05
Discover U - 05/21/2019	speaker	\$1,000.00
Discover U - 05/21/2019	printing	\$62.50
Discover U - 05/21/2019	catering	\$596.65
Discover U - 05/21/2019	Promotional Keepsake Puzzles	\$502.00

Food (\$1,000)	All Others (\$3,200)
-145.65	-250.00
-250.05	-46.00
-596.65	-500.00
	-1,000.00
	-62.50
	-502.00
\$7.65 – balance	\$839.50 - balance

Recommended Budget for 2019-2020

- \$3,000 (food) → More money needed for food
- \$2,000 → everything else

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- *note... the committee is not requesting \$5,000, just enough money for food; \$1,000 was not enough for sponsored events ☺
- Committee suggests we return to hosting only 2 events – Fall and Spring. While the mini-Discover U events were meant to be 2 hours/less so that more staff could attend, we found it very challenging with finding time to meet and plan.
- Committee recommends we continue to include lunch (or breakfast) at the events
- Received feedback from staff that the Puzzled event was the over-all favorite. Would recommend she return again with different puzzles (of course)
- Consider hosting the first Discover U event in early-August, before students return to campus. This may also allow more staff to attend
- Consider hosting future Discover U events when students (and even faculty) are away from campus (ex: Spring Break, after graduation in May but before summer)