

## **SAS Town Hall Meeting Minutes**

December 14, 2012; 9:00-10:15am; 119 O'Shaughnessy

### **Change within the College of Arts & Letters**

Rob spoke on change within the College over the past 12 months.

1. One of the biggest changes was the result of the University staff retirement benefit program. Budgets were reduced by half to replace those positions. The College did not look at individual departments but at the College as a whole in trying to find ways to adjust the budget for these positions. Some departments were proactive and restructured their work loads and eliminated positions. Staff reallocations and 10 month verses 12 month positions were some of the results.

Rob does not anticipate large systematic changes in next 12 months.

Lynn McCormack provided handouts regarding TAP classes and a power point presentation to assist us with dealing with change. (See attachments).

Lori Maurer from HR will send an email to Mo to forward to the staff regarding Spring 2013 learning programs. (See attachment).

Rob stated that staff can charge his account if their department won't pay for these classes.

Rob asked staff to contact him if they encounter supervisor issues regarding the time they need to be away from their department to take these classes.

2. Lynn asked how change will be handled in the future. Rob said that changes within the College will be communicated through staff meetings and email. Personal issues will be handled with direct communication from a department supervisor or Rob or both. University changes are presented in town hall meetings and emails.

### **Staff empowerment and being influential**

Lynn suggested that staff who are not comfortable speaking up to their supervisor should take the class "Dealing with Difficult People," to learn various techniques of dealing with a variety of people, not just your supervisor.

Rob said that staff who are asked to do things by their supervisor or chair that they don't think are right shouldn't feel they have to and that it is their obligation to lead them in doing what's right. Rob is available to talk with you as well about any problems/issues.

Discussion regarding job descriptions and staff/supervisor relationships that have evolved when supervisors do not adapt. Rob provided three examples of how this is being addressed:

1. During new chair orientations Rob takes an hour to go over staffing and staffing expectations at the department functioning level.
2. When there is a new staff opening Rob takes the opportunity to go over the job description with the chair to update the expectations and goals so they are accurate.
3. The University implemented a new LEAD program last year for management and administrative training for faculty members. Faculty are not required to do the program.

Someone suggested an exit interview for department chairs. Rob said it was a great idea that needs to be thought through.

### **Catering**

Rob highly encouraged staff to use campus providers but that there is no prohibition to use off campus providers. The College highly encourages staff to choose off-campus vendors that deliver, as opposed to staff having to leave campus to pick up catering orders.

### **Fundraising**

Brenda Teshka said that the College will continue fundraising next October for mammograms to fight breast cancer, instead of fundraising for a different cause. This is due to the fact that our funds are truly needed in our community. We can, however, change up how we run the fundraiser. If anyone has suggestions as to how to change the October fundraiser, or if you have ideas for additional fundraisers, please submit ideas to Mo.

**HR resources**

Lori said that staff can come to HR for assistance regarding conflict resolution, networking, communication, time management, and that they would be willing to design a class or talk at a staff meeting regarding specific topics.