**Meeting Agenda & Minutes – 10/7/14**

3:00 PM, October 7, 2014 | Location: Alumni 121

Agenda

*(Please add your items below before 8:00 AM)*

# Meeting Objective(s)

* Build connections
* Define group needs and purpose related to meeting together

# New Business

* Introduction of members
* Purpose of Staff Center
* Introduce Appreciative Inquiry as a tool for gathering data
  + Pair up with someone you don’t know well
  + 5 minutes each to interview partner using the handout
  + Small Group Share out - 60 sec to tell other person’s story to the group
  + Group keeps track of what themes they are hearing - listeners are filling out interview notes
  + Whole Group share out - One group member shares common themes that were found
* Discuss Future Steps for this group:
  + Liaison for learning community
* **Ticket out the Door - Collect Interview Guide and Survey**

Attendees

|  |  |
| --- | --- |
| Present? | Participant |
| X | Pat Briggs |
|  | Charlotte Bongard |
| X | Mary Bradshaw |
|  | Angie Buys |
|  | Janel DePew |
|  | Nina Davis |
| X | Jody J Gardei |
|  | Mike A Grandy |
|  | Lori Henderson |
|  | Karen Royster James |
|  | Linda Lamontagne |
|  | Danette Mondrella |
|  | Ruth A. Ridderman |
|  | Susan M. Roberts |
|  | Brett Scott |
| X | Brittany Smith |
|  | Sandy Stoddard |
|  | Christi Swank |
| X | Doug Vandecar |
| X | Christina Vodry |
|  | Deborah Yost |

Scribe

Minutes/Notes

* Brief time was allowed for the group to introduce members to one another.
* Jody explained the staff center purpose and the thought process behind creating learning communities. The communities are intended to create a means for implementing quality processes and procedures. The first meeting is intended to get participants focused on ideal communication in order to create a vision of where future meetings might go. Also, when the group creates purpose and goals, the members will be able to think about past positive experiences to guide the goal development.
* Participants took part in partner interviews as a part of the [Appreciative Inquiry process](https://docs.google.com/document/d/1jr49UeALf6sHCRbEIkBvoahBlphRLhzw1CbxrrGKRaw/edit?usp=sharing) in order to gather data to be analyzed at a later time. Once partners interviewed each other, common themes from the interview were shared out with the larger group.

Action Items

* Create and Post Meeting Norms in the Room
* Data Analysis
* Send meeting minutes and a meeting “site” for resources, products, goals, etc. to group through OneDrive

Next Meeting Agenda Items

* Meeting Norms
* Data Analysis Findings Presentation
* Needs Analysis
  + Ideal use of Banner Finance
  + List of end users
  + How might these users be accessing Banner Finance currently
  + What needs exist to move each set of users to the “ideal”
* Create group Goals/Purpose