# Meeting Agenda & Minutes – 12/18/14

10:00 AM, December 18, 2014 | Location: Alumni 121

## Agenda

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

### Meeting Objective(s)

* Explore ways to engage employees through group discussion
* Engage with other supervisors and managers
* Learn new supervisory and management skills

### Previous Action Items

* Review responses from “Determining Group Purpose.”
* Updates to the Needs Analysis.
* Update from Jody about eReserves and eBooks.

### New Agenda Items

* Discuss Priorities
* What are the top three priorities for this learning community to focus on?

### Group Exploration

* Engaging employees that are in positions where there is no opportunity for advancement.
* How do you engage employees that want to remain in their current position when it’s not possible to provide them more money?
* We will explore different ways to motivate staff to engage with others in their current position. I found this article that will make for a good topic of conversation during our meeting: [What Maslow Missed](http://www.forbes.com/sites/stevedenning/2012/03/29/what-maslow-missed/)
* A few items to consider mentioned at the 11/2/14 meeting:
	+ Cross training with others at the same position level.
	+ Challenging staff within their scope of responsibility.
	+ Providing opportunities for learning and growth.
	+ Including staff in decision making groups.

### Attendees

|  |  |
| --- | --- |
| Present? | Participant |
|  | Tammy Babcock |
|  | Angie Buys |
|  | Cheryl Cluchey |
|  | Jessica Cruz |
|  | Nina Davis |
|  | Erin Diehm |
| X  | Jody J Gardei |
|  | Mike Grandy |
|  | Kristy Heeter |
|  | Elaine Kamptner |
|  | Linda Lamontagne |
| X  | Richard Marble |
| X  | Leah M Monger |
|  | Lisa Roach |
|  | Charlotte Tetsworth |
|  | Kathryn B Van Ness |
|  | Andrea Wirgau |
|  | Nancy Wencl |
| X | Sandy Gholston |
| X | Carrie Stermer |

### Notes

#### Previous Action Items – Forward to next meeting

##### Review responses from “Determining Group Purpose.”

##### Updates to the Needs Analysis.

##### Update from Jody about eReserves and eBooks.

#### New Agenda Items

##### Discuss Priorities

* Richard, Sandy, and Carrie expressed an interest in learning more about engaging student employees.
* During our group exploration discussion these topics of interest arose:
	+ Engaging student employees
	+ Conducting a position review/upgrade
	+ Navigating policies and procedures in relation to employment
	+ Self-organizing teams
	+ Introverts vs. extroverts
	+ Using self assessments to understand yourself and others
	+ The power of sharing stories as a leader
	+ How to run an effective meeting
	+ Explore effectiveness and appropriateness of email vs. face-to-face communication

##### What are the top three priorities for this learning community to focus on?

* Review the topics of interest above and email Jody the top two topics you are interested in covering at our next meeting.

#### Group Exploration

##### Engaging employees that are in positions where there is no opportunity for advancement.

##### How do you engage employees that want to remain in their current position when it’s not possible to provide them more money?

* Is it your responsibility or your staff member’s responsibility? Both.
* Ways to make your staff feel appreciated and engaged:
	+ Open communication.
		- Be honest with them when the opportunity presents itself and the time is right.
			* Example: If they don’t get a promotion, talk to them about the reasons why they think they didn’t get the position. Let them know why they didn’t get the position. Discuss what they could do differently to be prepared for the next open position.
		- Focus on the facts.
		- Ask open-ended questions. Get their opinion or point of view.
	+ Encourage them to broaden their skillset
		- Provide opportunities to learn new skills
		- Add a new dimension to their skillset
		- Learn about other areas of interest
		- Go above & beyond
		- Provide opportunities for them to take the initiative
		- Encourage them to take personal responsibility for their career
		- Encourage them to step outside of their comfort zone
		- Let them know it’s okay to fail, but not okay to quit

##### We explored different ways to motivate staff to engage with others in their current position. We used this article as the topic of conversation during our meeting: [What Maslow Missed](http://www.forbes.com/sites/stevedenning/2012/03/29/what-maslow-missed/)

* We talked about how social connections affect personal needs and goal achievement
	+ Introverts vs. extroverts.
		- Jody will share a TED video with Susan Cain on “The power of introverts.” <http://www.ted.com/talks/susan_cain_the_power_of_introverts?language=en#t-1967>
		- Carrie recommended the book *Quiet by Susan Cain****.***
	+ Encourage staff to get outside of their comfort zone and interact with people at work. Set mini-goals.
	+ Don’t just focus on task accomplishment. Work on your business relationships.
	+ Host gatherings throughout the year to provide staff an opportunity to get to know each other.
	+ Provide opportunities for staff to take self-assessments and understand themselves and others better.
* Ideas for providing staff opportunities to develop skills and promote community
	+ Let them run a meeting. Provide coaching as they develop this new skill.
	+ Ask open-ended questions to get them thinking for themselves.
	+ Let them solve their own problems.
	+ Are the right people being invited to your meetings?
	+ Provide opportunities for everyone to participate during meetings (everyone’s voice is heard).
	+ Encourage team, not silo mentality in your department.
	+ Direct them to someone else on the team to find answers to their questions.
	+ Stay focused on meeting objectives and the facts.
	+ Eliminate gossip from the workplace.
	+ Utilize Lynda.com video training resources to build soft-skills.
		- <http://www.ferris.edu/HTMLS/administration/adminandfinance/human/Training/LyndaAccess.htm>
		- Videos available on many different supervisory topics. Click on the link below to review the list Jody put together. You will need to log into MyFSU and then click on the Lynda.com link in the Training Resources channel.
			* <http://www.lynda.com/SharedPlaylist/a009249ce12d49b2839969f467e9586d?org=ferris.edu>

##### A few items to consider mentioned at the 11/2/14 meeting:

###### Cross training with others at the same position level.

###### Challenging staff within their scope of responsibility.

###### Providing opportunities for learning and growth.

###### Including staff in decision making groups.

### Action Items

* Jody will type up the session notes and email to the group.
* Group members will email Jody their top two items that would like to discuss at the next session from the list below:
	+ Engaging student employees
	+ Conducting a position review/upgrade
	+ Navigating policies and procedures in relation to employment
	+ Self-organizing teams
	+ Introverts vs. extroverts
	+ Using self assessments to understand yourself and others
	+ The power of sharing stories as a leader
	+ How to run an effective meeting
	+ Explore effectiveness and appropriateness of email vs. face-to-face communication
* Jody will send the agenda out a few days in advance.

### Proposed Agenda for Next Meeting

To be determined by the responses from group members. Meeting format will be group discussion of the desired topic.