

## **MEMORANDUM: Mid-Year Report Executive Staff Liaison**

To: Beth Lunde, Association Vice President of Human Resources

From: Sara Hair, Classified Association Chair

Date: February 12, 2016

Subject: Governance Committee Mid-Year Report 2015-2016

Charges:

- A. In congruence with the Strategic Plan – Goal 2; Objective 1, the Classified Association will work to capitalize on Professional Development investments through technology and collaboration.

### **Action Taken:**

The fall 2016 Professional Development Day on October 23, 2015 focused utilizing technology in lasting way through video recording of the day including keynote presentations and activities. The result was a comprehensive video of the day that employees, regardless of ability to attend can benefit from at any time to further their professional development.

A comprehensive electronic survey form went out to those in attendance and of the 126 that attended 64 completed the survey which indicates a 50.7% response from attendees. The Association plans to take this feedback, and the colleges Strategic Plan Goal 2; Objectives 1-3, to develop Professional Development Day outcomes and objectives to be used as a framework for Professional Development Day.

There were 126 staff members in attendance at this year's development. As part of our desire to connect to the community over 400 pounds of food and \$71.00 were raised to help the Food Bank of Hampton Roads.

- B. Assist the AVP for Student Success in the charge to streamline and update all governance pages for the college to ensure consistent and accurate information on the public facing governance pages.

### **Action Taken:**

Updated, revamped, and redesigned the Classified Association constituent page to align with the redesigned governance pages of the college. Provided minutes in a single updated template format, rewrote and redesigned the professional development funding application steps, and clearly identified membership, members and opportunities for development.

**Other:**

- Worked in conjunction with Betsy Foushee in the grants office to pursue the Paul Lee grant for professional development. After completing the necessary writing process the grants office decided to not pursue the grant due to its small dollar amount, but to connect the Classified Association with individuals that could provide speaker services. This was disappointing as the goal wasn't the speaker but the connection with Paul D. Camp and Eastern Shore CC. The Classified Association has remained in contact with the representatives at Paul D. and Eastern Shore and plan to invite them to the fall 2016 Professional Development Day.
- Provided input and feedback for the Diversity and Inclusion Statement for the college. The Classified Association will incorporate this statement into its bi-laws.
- Joyce Banks retired and Cheyanne Askew is the Chesapeake Campus representative on the Association.
- Inda Walker resigned as Secretary and Mrs. Peggy Manuelito has taken over this role for the Association.