

**General Assembly Meeting Agenda**  
**October 12, 2021**  
**9:00 am**  
**CEC 201/205 and [Zoom](#)**

This meeting will be held under Chatham House Rule. Topics and decisions will be fully and accurately represented but not individual speakers.

Consent Agenda

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These are unusual times, and the Staff Advisory Council is dealing with a significant number of topics that affect staff and require discussion. To create a space for dialogue, I propose a consent agenda. If any items require discussion, they can be removed from the consent agenda and discussed separately. The consent agenda can be found on the second page and includes the regular officer reports.

Meeting Agenda

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- I. Call to Order
- II. College Recovery Community (CRC) – 15 minutes (Sarah Kole)
- III. Approval of Consent Agenda (in lieu of officer reports)
- IV. New Business
  - A. Vice President Election
  - B. Gallup Survey
  - C. Open Enrollment – October 25 – November 12 (5 p.m.)
- V. Old Business:
  - A. Winter Weather Policy (review and discussion)
  - B. Sick Leave Policy (time permitting)
- VII. Announcements/For the Good of the Order
- VIII. Adjourn

# Consent Agenda

## Officer Reports

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### Events Committee

- SAC Staff Appreciation Lunch dated moved tentatively to Nov 10/11

### Professional Development Committee:

Date of last meeting: September 27, 2021 (online via zoom)

Date of next meeting: October 25, 2021 (online via zoom)

Action Items Completed:

- PD Fund Applications
  - PD Fund Submissions reviewed
  - 26 applications
  - 21 grants funded
  - 5 grants declined because of ineligibility
  - Total amount awarded: \$12,175.40
- UNO Staff Professional Development Updates
  - 39 individuals participated in the Staff Professional Development Survey (see attached survey results)
  - Meeting scheduled with Senior Vice Chancellor Kopp next week to discuss survey results and proposed ideas.

Action Items In-Progress/Pending:

- Sub-committee created to update Application Process
  - SAC PD Description, Award Details, Funding Requirements
  - Application/Review Cycle
  - Create PD Fund Application Scoring Rubric
- Update Marketing Materials
  - Template emails, postcards, etc.
- Formalize SAC PD Processes document including information on steps to follow at the beginning of each academic year as well as FAQs for future years and committee members.

### Community Engagement Committee:

The CE team met on Sept. 14th to finalize the team's goals, which are the following:

1. Continue partnership with Omaha South High School
  - a. Last year we held a winter coat drive for Omaha South's Packer Closet
2. Promote inclusivity by partnering with UNO minority and ethnic departments/groups
  - a. Work alongside OLLAS, Black Studies, Native American, Women and Gender Studies departments, as well as other relevant groups
3. Facilitate volunteer opportunities for SAC members

The CE team then met on Oct. 4<sup>th</sup> to make recommendations on the clothing drive. Several box locations for the donations will be set campus wide, including:

- Navigation Station--Eppley Admin Building
- HelpDesk--Milo Bail
- Mamm
- Dean's Office--College of IS&T PKI
- Mammel Hall--Advising
- Mammel Hall--Stedman's Café
- Library

We will also create an Amazon Wishlist for those who wish to virtually donate, as well as make fliers with a UR code to be hung in campus locations.

The team is currently working on finalizing list of supplies so that we can officially work towards the clothing drive immediately after our goals are approved, Tuesday, October 12<sup>th</sup>.

#### **Strategic Planning Committee:**

- Bethany Hughes will participating in CCSGE meetings for the academic year
- No other updates
- Next Strat Planning committee meeting is scheduled for Wednesday, October 20<sup>th</sup> at 10:30 AM (via zoom or hybrid)

## Appendix 1 - UNO Staff Professional Development Survey

**In the past 2 years, how many professional development opportunities have you attended that were offered by UNO?**

#	Answer	%	Count
1	None	25.64%	10
2	1 or 2	38.46%	15
3	3 or 4	17.95%	7
4	5 or more	17.95%	7
	Total	100%	39

**In the past 2 years, how many professional development opportunities have you attended that were offered outside of UNO?**

#	Answer	%	Count
1	None	33.33%	13
2	1 or 2	30.77%	12
3	3 or 4	12.82%	5
4	5 or more	23.08%	9
	Total	100%	39

**During the last 2 years, did you participate in any of the following kinds of professional development activities, and what was the impact of these activities on your development as a staff member at UNO? For each question below, please indicate how much impact any of the following kinds of activities had upon your development at UNO.**

#	Question	No Impact	Small Impact	Moderate Impact	Large Impact	I did not participate in this type of PD activity.	Total
1	Courses/workshops (e.g. on subject matter and/or other work-related topics)	3.03% 1	18.18% 6	39.39% 13	18.18% 6	21.21% 7	33
2	Conferences or seminars	9.68% 3	19.35% 6	25.81% 8	32.26% 10	12.90% 4	31
3	Qualification programming (e.g. a degree program)	10.00% 3	0.00% 0	20.00% 6	13.33% 4	56.67% 17	30
4	Participation in a network of individuals formed specifically for professional development purposes	6.67% 2	20.00% 6	30.00% 9	10.00% 3	33.33% 10	30
5	Individual or collaborative research on a topic of interest to you professionally	7.14% 2	14.29% 4	0.00% 0	21.43% 6	57.14% 16	28
6	Formal mentoring and/or coaching	6.67% 2	0.00% 0	10.00% 3	3.33% 1	80.00% 24	30

**We'd like to get a better idea of the professional development opportunities staff are participating in. Please list any of the professional development opportunities you can remember attending in the last two years.**

Women's networking events (Women's Fund Luncheon and Women's & Gender Studies conferences), Service Learning Seminar, DEI Conferences, NACADA annual conference and PD seminars, Subject-specific advising workshops, Safe Space training

Project Management Course July 2019

Working on my master's degree.

Lunch and learns (one on Socialism and the other on politics) OMVS presentation on working with veteran students Lunch movie on the rising cost of higher education MS degree in Student Affairs

Diversity/equity/inclusion certificate within UNO Numerous webinars over higher education topics NACADA annual conference

all social work related topics such as ethics, diagnosis and treatment of behavioral and personality disorders as well as best practices related to supervision and networking opportunities

Multiple trainings to meet the continuing education requirement for my mental health license

CALEM 21 - The InsightsEDU Conference ACHE Conference October 2020 Microaggression Awareness Program March 21 Transforming White Organizational Culture - Webinar UPCEA Conference Dec. 2020 DCS Individual Research and Presentation Projects (this was the best thing I've done in years!) First Aid/CPR

YP summit

Workshops on affinity groups and DEI topics. Courses at the university. Webinars on higher education. Leadership groups in the community.

DEI trainings, annual review, workshops on managing stress and setting life/professional goals

\* I am currently participating in the "Getting Things Done" seminar \* Mindfulness \* G.R.I.T Professional Administrative Seminar \* UNO Collegiate Recovery Community Ally Training

Completed 6 Canvas Certified Educator Courses received CCE certification, InstructureCon, UNO Digital Showcase, Innovation in Pedagogy Symposium, Nebraska Users Conference, Women in IT, AHEAD Conference, NU Amplify Young Professionals Summit, OneNote workshop, prioritization workshop

Canvas Certified Educator Training NU-ITS Conference Presentation NU Courses for a masters and PhD

Keep Teaching Workshops Canvas Certification Courses

I participated in an Adobe InDesign course that was needed for me to do my job at the university, I have been taking UNO classes towards my bachelors in educational psychology, and I was awarded funds from the PD program.

Conferences, manuscript writing, coaching, staff Advisory Council

Conferences specific to my position.

Membership to NASPA, and attendance at NASPA's 2021 virtual annual conference.

National Conference for the American College of Sports Medicine

Microaggression Awareness Program, Yolanda Flores Niemann campus forum, Paul Hernandez forum, almost all CFE programming, GRIT series

External HR Conferences HR Certification prep course

AAC sponsored NACADA webinars; NACADA Advising Assessment Institute (virtual); NACADA annual conference (virtual); AAC professional Development Day;

Regional and annual conferences for professional organization. Campus-wide advising professional development day. Academic Advising webinars with professional discussions afterward. CEHHS Diversity round tables. Staff-lead research study.

Microaggression workshop by CFE and my own college, Re-Imagine U workshops handling difficult conversations, managing up, and the Academic Advising annual professional development day.

MBA program

AAC Conference Do-Space hosted programs: Adobe, MS Office, etc.

**Thinking back on the professional development you have participated in over the past two years, please rate how much you agree with the following statements.**

#	Question	Strongly Agree		Agree		Neither Agree nor Disagree		Disagree		Strongly Disagree		Total
1	The professional development has improved my knowledge/skills.	37.84%	14	45.95%	17	16.22%	6	0.00%	0	0.00%	0	37
2	The professional development was relevant to my current job functions.	37.84%	14	45.95%	17	10.81%	4	5.41%	2	0.00%	0	37
3	The professional development was worth my time to attend.	35.14%	13	51.35%	19	8.11%	3	5.41%	2	0.00%	0	37
4	The professional development has changed my practices.	27.03%	10	48.65%	18	18.92%	7	5.41%	2	0.00%	0	37
5	The professional development has helped me do my job better.	37.84%	14	37.84%	14	21.62%	8	2.70%	1	0.00%	0	37
6	The professional development has helped me prepare for advancement.	32.43%	12	21.62%	8	27.03%	10	18.92%	7	0.00%	0	37

**Thinking about the most valuable professional development you experienced over the past two years, which of the following applied (select all that do):**

#	Answer	%	Count
1	I was able to work collaboratively with a small group of peers	16.67%	15
2	I participated in online discussions with peers	16.67%	15
3	I attended a conference, summit, or panel	23.33%	21
4	I presented at a conference, summit, or panel	8.89%	8
5	I attended a multi-day workshop in my content area	12.22%	11
6	I was given formal coaching or mentoring	3.33%	3
7	Other (Please specify)	1.11%	1
9	I did not participate in any professional development events over the past 2 years.	5.56%	5
10	I completed a university or community college course or certificate program	12.22%	11
	Total	100%	90

**Overall, how would you rate the quality of UNO sponsored professional development events that you attended over these past 2 years?**

#	Answer	%	Count
1	Excellent	22.86%	8
2	Very Good	17.14%	6
3	Good	37.14%	13
4	Fair	17.14%	6
5	Poor	5.71%	2
	Total	100%	35

**How can UNO professional development programming be improved so that you give a higher rating in the future?**

It was expensive and my dept paid for it. There was no discounted fee at the school of business for UNO employees.

Acknowledging COVID's part in pretty much every aspect of our lives these past two years, has played in this, I don't recall any programs being offered. If any had been offered and the topic was appropriate to my role at the university, I do believe I would have participated.

Expand on development opportunities and subject areas where possible

Many of the trainings I participated in were sponsored by a specific dept on relevant professional content. I would be interested in more trainings specific to working with students in a mentorship/supervisory/learning capacity programming specific to those helping first gen students with a lot of things regarding college

Most of the professional development programming is targeted for faculty and doesn't seem to be inclusive of staff on campus.

greater participation; more open, free-flowing discussion; facilitated small groups, less lecture; perhaps big group session online, then in-person breakout groups to hold people accountable

more promotion and discussion of PD programming across the campus. Clear and direct communication from leadership that PD programming is encouraged and supported and an investment in staff at UNO.

Continue to offer options relevant to the topics of present day.

More awareness/marketing

UNO sponsored PD is not something I've experienced. I'd really like to know what is available on campus for us to participate in and if there is an incentive attached to attendance, similar to faculty.

Increase accessibility to more staff.

I would want to do something that is more geared to my job. A lot of things that are for enrollment management tend to be more for recruiting vs actual admissions processing so it would nice if there was something closer related to what I actually do.

It would be nice to see UNO offer some examples of professional development that staff could participate in. I personally have not taken the time to do research into what opportunities I could participate in, but I'm also not sure if opportunities I came across would even be covered by UNO.

More relevant to staff positions

Most in-house professional development was led by smart, thoughtful volunteers. Sometimes it has been clear that they have not had the time needed to truly craft presentations for the audience. A "recycled" presentation meant for faculty doesn't feel as relevant when presented to advisors, who have different questions and concerns.

Time for tailored 1:1 situational advising and provide templates or best practices so there are real take-a-ways at the end of the training.

Employees should not have to pay all of the student fees. We have partnered with UP and other companies and their employees do not pay a dime for their continuing education.

**In the last 2 years, did you want to participate in more professional development than you did?**

#	Answer	%	Count
1	Yes	65.79%	25
2	No	34.21%	13
	Total	100%	38

**What obstacles are there to your participation in professional development? Please mark as many choices as appropriate.**

#	Answer	%	Count
1	I did not have the pre-requisites (e.g. qualifications, experience, seniority).	0.00%	0
2	Professional development was too expensive/I could not afford it.	25.00%	14
3	There was a lack of employer support.	5.36%	3
4	Professional development conflicted with my work schedule.	23.21%	13
5	I didn't have time because of family responsibilities.	10.71%	6
6	There was no suitable professional development offered.	19.64%	11
7	Other (please specify).	16.07%	9
	Total	100%	56

Other (please specify).

Would rather take a course offered at MCC but no discounts are offered.

department budget restrictions

Simply too busy working to take the time. I also did not enjoy training, especially conferences via Zoom.

COVID travel restrictions

I don't know what is available.

like I stated above there isn't usually something related to the part of enrollment management I work in, Usually it's more related to the recruiting side of things.

Chose Not To

none that applied to my work task.

**What is most important to you in a professional development experience (select a maximum of three)?**

#	Answer	%	Count
1	Flexibility in time	27.47%	25
2	No cost	23.08%	21
3	Peer learning	14.29%	13
4	Ability to receive a certificate of completion	17.58%	16
5	Compensation for participating	10.99%	10
6	Other (please specify)	6.59%	6
	Total	100%	91

**How much do you personally spend on professional development outside of programs provided by UNO?**

#	Answer	%	Count
1	Nothing	54.05%	20
2	< than \$100	24.32%	9
3	Between \$100 to \$250	10.81%	4
4	Between \$251 to \$500	5.41%	2
5	Over \$500	5.41%	2
	Total	100%	37



**Please indicate your level of interest in learning about the following professional development topics:**

#	Question	Not interesting at all		Slightly interesting		Moderately interesting		Very interesting		Extremely interesting		Total
1	Conflict Resolution	2.86%	1	17.14%	6	40.00%	14	22.86%	8	17.14%	6	35
2	Diversity, Equity, and Inclusion	8.11%	3	13.51%	5	21.62%	8	40.54%	15	16.22%	6	37
3	Leadership Development	8.33%	3	13.89%	5	19.44%	7	19.44%	7	38.89%	14	36
4	Personal Management (time management, stress reduction, balancing work and family)	10.81%	4	16.22%	6	18.92%	7	29.73%	11	24.32%	9	37
5	Grant Writing	29.73%	11	32.43%	12	16.22%	6	8.11%	3	13.51%	5	37
6	Manager/Supervisor Training	16.22%	6	18.92%	7	16.22%	6	27.03%	10	21.62%	8	37
7	Resume Review	25.00%	9	25.00%	9	22.22%	8	13.89%	5	13.89%	5	36
8	Formalized Mentoring	2.70%	1	27.03%	10	27.03%	10	10.81%	4	32.43%	12	37

**What other professional development topics not listed above would you be interested in learning more about?**

I have a little knowledge of graphic arts and so I help our department with student announcements via HubSpot , Christmas post cards, videos for orientation any other marketing items that we need quickly and specifically for our department. I would love to be able to take intermediate courses on graphic design and perhaps intro to web design just so that I can support my department even more.

Advising students and overviews of what other departments do at UNO.

working with difficult students, behavioral health issues and treatments

Anything technology related - Qualtrics, Excel, PowerPoint, Photoshop etc Gatekeepers training

Discussion on asking for a higher salary.

the above list covers it

New technology, computer programs

I would like to see more topics related to challenges in online learning, UDL, accessibility, pedagogy, and diversity

Skills such as Adobe, Microsoft, Qualtrics, CMS, etc. Networking, and career coaching.

Peer group (like CoPs)

Department-level strategic planning support. Gallup Engagement survey at the college or unit level that then addresses problems.

I'd like to see some sort of working group of faculty and staff who see systemic college/university issues and come together to brainstorm solutions or bring those situations to light. (i.e. residency qualifications for students - why is it so strict? We are losing students).

Certification assistance and pay (CVP, SPHR, PHR)...why is SAC overseeing this when it should be an HR or talent function. Where is our HR department?

**On average, how much time would you want to be engaged in professional development each year?**

#	Answer	%	Count
1	None	0.00%	0
2	1-3 hours	13.51%	5
3	4-10 hours	29.73%	11
4	More than 10 hours	56.76%	21
	Total	100%	37

**Which of the following incentives for professional development are most important/ valuable to you (select all that apply)?**

#	Answer	%	Count
1	Subject area/content alignment	33.00%	33
2	Monetary reward	17.00%	17
3	Add-on certification/endorsement	24.00%	24
4	Concrete resources	25.00%	25
5	Other (please specify)	1.00%	1
	Total	100%	100

Other (please specify)

Recognition that taking on PD is an extra. It takes away from family and work time. We should be rewarded for going above and beyond (by pay/merit, reduced workload, etc.)

**How interested are you in each of the following professional development delivery formats?**

#	Question	No interest	Little interest	Moderate interest	Strong interest	Total
1	Computer-based training	5.41% 2	10.81% 4	43.24% 16	40.54% 15	37
2	Hands-on participation	5.41% 2	8.11% 3	35.14% 13	51.35% 19	37
3	Lecture followed by breakout sessions	13.51% 5	21.62% 8	48.65% 18	16.22% 6	37
4	Lecture	2.70% 1	35.14% 13	32.43% 12	29.73% 11	37
5	Webinar	5.41% 2	24.32% 9	35.14% 13	35.14% 13	37
6	Series of topic-related workshops	0.00% 0	5.41% 2	54.05% 20	40.54% 15	37
7	Job-embedded (e.g., mentoring)	0.00% 0	13.89% 5	44.44% 16	41.67% 15	36

**Do you have any additional suggestions or comments?**

I would like to see PD include overviews of other departments. Often new employees don't know what their coworkers do or what's available at the university. Employee orientation is a great example but I've learned most of my knowledge of the various programs and opportunities from seasoned employees the most.

I found that myself, my coworkers, and associates across campus are stretched to the limit in their jobs. I found it difficult to focus on virtual webinars and conferences. I can't focus when I am in my office because there are so many competing demands for my attention. Professional development ends up taking a backseat every time. I

need to leave my office to make any form of learning work. Since we are short-staffed, it is not easy to leave the office without asking another colleague to cover for me.

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Out of state conferences should be supported.

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In my view, one of the main problems with professional development at UNO is that some employees are highly encouraged to participate (in my case), and resources and time is made available to support their professional development - whereas others are discouraged (either from a cultural or resources perspective) to participate. We need to make PD available to more willing employees and we also need to create a culture where supervisors truly encourage their people to seek professional development.

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We need free, workday opportunities for hourly staff, and supervisors should encourage staff development.