Facilitation Team Meeting, September 30, 2014

In attendance: Carolyn Caizzi, Liz Fraser, Catie Huggins, Lauren McKeen, Ted Quiballo, Jan Hayes, Carly Mulliken

Topic: Upcoming meet with SDC, NULSA, Assembly Officers on October 9th

-we will provide a review all of the research done on the first three topics (rewards & recognition, communication and decision making)

-we will ask for feedback and reflections on what we present

Q: How will the work of the Facilitation Team be impacted by the newly announced Implementation Advisory Team for the restructure?

-our goals are connected, but for now they will be separate

-we are a self-managed team, the new team will be led by Maureen Sullivan

Topic: Further Discussion of Rewards & Recognition Research

-Discussion about conversations with Roxanne and Katie re: University and library policies that might apply to a rewards & recognition program

-Discussion about the information gathered about the Kellogg and Weinberg rewards & recognition programs already in place

-Next steps:

-ask follow-up question of Kellogg contact on how to find what employees would value in a program

-focus on creating a culture of appreciation and gratitude with “smaller scale” programs, for example creating a manager’s toolkit to give them tools and training to incorporate recognition into the day-to-day of the library, another example is a peer-to-peer recognition program

Topic: Communication

-Discussion of what is in the CCI recommendations and also the post-it notes from an all-staff session with Maureen Sullivan

-Discussion of how rewards & recognition and effective leadership is part of effective communication

-Discussion of how we communicate today, ie meetings, emails, LibGuides, Lync, etc and how it is an overload

-Discussion of how there is no central or focal point for important information, what about SharePoint?
-Discussion of possible SharePoint “Convenience Center” that will house important information (birthdays, calendar of events, AC minutes, etc)

-Next step: focus on immediate and then long-term goals for improved communication