10/14/14

Suzette, Catie, Ted, Lauren, Liz, Carolyn

Overview of meeting with NULSA, SDC, Assembly.
-good turnout; review of some staff comments; no survey needed
-notes were taken and are available
-thank you cards, small gestures seem to be what staff want
-action items (Liz, Lauren, and Carly): who hosts the thank you's physical and/or electronic?
is halloween party a possible opportunity to have a thank you writing station or something?
some bullet points/criteria for types of awards. suzette will find indiana's criteria that she came across.
let’s be sure not to contradict/compete with university wide awards.
-manager's toolkit-can we make this more procedural? connect to the NU Behaviors? connect to decision making/empowerment?

Communication Report.
-meeting with LTD about Sharepoint-there is going to be a committee to decide how to roll out Sharepoint. Usability and focus groups about how to set it all up.
-Exchange calendar for NUL is an option, would need to figure out the details about what is appropriate.
-Special Events calendar already exists. Suzette will add us to look at it.

-research conducted and documented.
-having a hard time deciphering some concrete steps.
-mentoring program paired with HR training?
-will structure change help--"let teams be the hierarchy"?
-suggestion of team knowing what is expected of the manager/both sides
Progress of facilitation team update to lib staff. E-mail to lib staff.

Catie to send the email.

Ted to send email thank you to LEC about their hard work.