Topic: Rewards & Recognition
Discussion
- Recommendation document. What is the CCI Facilitation team’s role in implementing our proposed programs? Are we responsible for running and maintaining programs or should we form subgroups?
- Thank you program. If we form a subgroup, it is important that they believe in the program. We don’t want to roll out a thank-you program only to have it die a month later.
- Written plan. Now that a Thank you card program is somewhat developed, we should put it in writing and give a heads up to AC.

Topic: Decision Making
Discussion
- Training. There are classes offered by the university within the Learning & Organizational Development program and also Human Resources. The Crucial Conversations training that is offered might be especially helpful.

Topic: Communications
Discussion
- Special Collections town hall. Special Collections is going to have an open forum in the next couple of weeks to talk about fears and concerns regarding the structure change.
- Tea with the Dean. Maybe it would be good to bring this back – not necessarily as tea, but some informal hour.
- RSS feed on staff web. Ted talked to Vince about this and we are waiting to hear back.
- New calendar of special events. Who would have editing privileges? What types of items would be posted?

Homework:
- R&R mini-group (Lauren, Liz, Carly) to write a description of thank-you card program and an action plan for implementing