Facilitation Meeting / Meeting Minutes
March 10, 2015
Tuesday 9AM-10AM
NUL Room 2628 Conference Room
Present: Carolyn Caizzi, Elizabeth Fraser, Jan Hayes, Carly Mulliken, Ted Quiballo, Suzette Radford.

- #teamlibrary Thanks!
  - Good amount of thanking in the first week
  - Where/When are we posting the ‘Thank you’s?
    o Staff Lounge /Rolling White Board
    o Cork Board on the NULSA Closets Doors
    o Hanging Sign /Fish lines
    o Book Format
    o Tabletop Displays
    o Back wall by the Swap table
    o Admin Corridor
    o Other Ideas from popular retail store signage
- #teamlibrary Thanks! will be separate for the service awards during Staff Enrichment Day
  - Subgroup options (ask Drew Scott if he would be interested in getting involved)
- Positive feedback from Sarah Pritchard during AC about the Facilitation Team

- Decision-Making
  - Approval for DeEtta Jones Collaboration Training with University of Illinois and University of Chicago
    o Set Date
    o 40 Seats
    o Selection process
- Career Drivers
- HR Career Development (HR Review)
- Introduce the idea of Manager’s Toolkit to the workgroup leaders
- Schedule to meet with workgroup leaders after training with Maureen

Communications
- Intranet Coordinating Committee
  o Review the charge of the committee
  o Research existing university-wide guidelines and policies regarding record management, retention, and policies
  o Weekly meetings

Demonstration of adding event to NUL-TeamLibrary calendar.  

Submitted by Ted Quiballo