

## PHILOSOPHY STATEMENT

The Staff Development Committee was formed in the fall of 1982 with Judy Settle and Wes Rogers as leaders, with the approval of Don Millage, administrator. As the only organized group representing staff workers here at George Fox College, our aim has been to try to meet the following needs of our staff:

- Lack of a Personnel Director/Department
- Need for improved communication between fellow workers
- Need for professional and personal growth
- Need to promote fellowship and unity.

Action taken so far to meet these needs is as follows for 1982-83:

1. Three Staff Seminars; covering fall information, Stress Management, and Time Management.
2. Planning and implementing of an all-campus Suggestion Box.
3. Preliminary work/set-up of a Performance/Evaluation Program.
4. Spring Planning Retreat for 1983-84 and sum up of 1982-83.

### GOALS

Immediate:

- Continue to develop and promote Suggestion Box.
- Continue to plan three seminars per year.
- Continue to work towards a standard Performance/Evaluation Program,
- Continue to work towards the addition of a Personnel Director/Department here at G.F.C.

Long Range:

- Help promote the growth and professional status of staff personnel.

Committee Members for 1983-84:

- Ginger Hoover, Co-Chairman
- Linda Baker, Co-Chairman
- Mary Lu Willis
- Florene Nordyke
- Maurine Gilmore
- Irene Easton
- Lark Sanders
- Joan Stebbins
- Judy Settle, Advisor
- Wes Rogers, Advisor

Our funding is provided through President Wheeler's Fund.

We request and encourage staff members to bring their suggestions and concerns to the committee members' attention. We are formed to serve.

## **Purpose / Background**

The purpose of the Staff Development Association is to promote personal and professional growth for George Fox College Staff and to promote communication, fellowship and unity within the campus community.

The Staff Development Committee was formed in the fall of 1982 with the approval of Don Millage, administrator. As the organization ...

## **Staff Seminar**

There are two staff seminars scheduled during the school year, one during each semester. The purpose of these seminars are to provide personal and professional development as well as develop a feeling of unity among support staff at the college. Typically, the seminars are held at Camp Tilikum, although one seminar each year can be held away from GFC facilities (i.e. Silver Falls Conference Center.)

- Cost – We typically spend about \$6 - \$9 per attending staff member. These funds cover room rental, snacks, teaching supplies, and meals. Additional funds are used for transportation and honorariums for speakers.
- Advertising – The dates for next year's seminars are scheduled at the Spring SDC in-service day. These are then added to the staff lunch schedule which is circulated at the beginning of the school year. Several flyers are sent to each staff member: 1) Announces the date, topic, speaker, and location. This flyer also asks for staff members to indicate their intent to attend and whether they will need a ride provided. This is usually sent 3 weeks prior to the seminar. 2) A reminder sent about a week prior to the seminar. Announcements are also made at staff lunches prior to the seminar date.
- It is good to send notices to the professors and administrators. This is a reminder that staff will not be on campus the day of the seminar.
- Transportation – Vans are available through the Physical Plant. About 25% of staff tend to ride in vans, and the rest provide their own transportation. Vans should be reserved at least three weeks prior to the seminar to ensure availability.
- Speaker selection – Speakers selection is the most important aspect of the seminar. Careful prayer and consideration should be given to each potential speaker. The topic presented should reflect the current needs and year's theme.
- Appropriate payment of speakers is often a difficult decision. Here are some guidelines in paying a speaker for staff seminars or staff lunches:
  - Is the speaker nationally ranked? (Nationally know speakers tend to be paid more)
  - What does the college pay for other speakers; i.e. graduation, peace dinners, (SDC speaker payment should fall in line with other college paid speakers.)
  - What does the speaker ask for payment? Often times the speaker only wants a GFC Seat shirt or a book from the Bookstore.
  - Is the speaker a college employee? College employees are often expected to speak as part of their job, so a smaller honorarium may be appropriate. Consideration must be given to the amount of time spent in preparation outside the normal scope of work.

## **Christmas Tree**

The Staff Development Committee, in conjunction with the Murdock Learning Resources Center, provide a Christmas tree for the lobby of the library. The tree has been donated by Lew & Kay Goslin for the last several years. Committee members get the tree and set it up during Thanksgiving break.

The decorations are stored in the library, along with poster containing a brief description of the crismon decorations. Several years ago (circa 1989) SDC members created crismons, which are symbolic decorations, which are used to adorn the tree.

The tree is undecorated and taken down just before the Christmas holiday.

## **Staff Bulletin Board**

A bulletin board is maintained just outside the mailroom in the basement of Woodmar. The bulletin board is a place for announcements, helpful work hints, and encouraging notices. Usually, one member takes responsibility with various members helping to keep this board up-to-date.

## **Staff Development Committee**

The Staff Development Committee meets monthly to deal with matters that relate to the staff. It has worked best to hold these meetings during the lunch hour, as most people are generally available at this time.

The Staff Development Committee consists of ten members. Two of the members, the Personnel Director and an Administrative Staff member, who acts as advisor, serve as ex-officio members. \

Each member of the committee will serve for two years. Four members are elected each year, so that half of the committee are new members and half are returning members. Members can be nominated for an additional two-year term after which they must rotate off for one year before serving another term. See *Elections* for more details.

The Staff Development Committee has a Chair, a Vice-Chair, and a Secretary. These individuals are elected by the committee members at the annual In-Service Day. The officers are elected from the current roster of committee members.

In addition, the committee provides staff representation to two organizations: the Safety Committee, and the Student Appeals Board. The representative to these organizations are also selected at the annual In-Service Day.

## **In-Service Day**

Once a year, usually during the later part of spring semester (March or April), the Staff Development Committee meets for a 4 hour In-Service Day. In the past, we have met at Tilikum for lunch, followed by a meeting for business.

The purpose of this meeting is to evaluate the past year, choose a theme and plan for the upcoming year, and elect officers. Each past event is critically analyzed ... Is there a better way to do things? Do we change focus? Are there needs that should be addressed?

## **Elections**

During the month of February, a list of all eligible staff members are presented for nomination to the Staff Development Committee. (An eligible staff member is one who is employed at least  $\frac{3}{4}$  time at least 9 months of the year.) The top eight nominations are contacted to indicate their willingness to serve on the committee. Then, they are placed on the ballot.

The ballots are presented to the staff at a Staff Lunch in March, with each staff member voting for four members. Committee members are elected by simply majority vote, however, at least one third of the staff \population must be involved in the voting procedure.

## **Staff Lunch**

Staff lunches occur on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. One of these lunches is “extended” with a guest speaker. There are three “special” lunches: Thanksgiving, Christmas, & Staff Appreciation. These lunches are usually nicer meals with linens on the tables and a special “meal”.

Each staff member pays \$1.00 of the lunch cost with Staff Development picking up the balance of the cost. The Business Office takes the money from each lunch and processes it through the SDC account. Marriott then bills the SDC for the total number of staff members who ate the lunch.

The Staff Appreciation lunch is free to staff (SDC picks up the entire bill). This lunch is usually the last lunch of the year. Committee members are thanked for their work (sometimes with a small gift) and the rest of the staff are thanked for their work during the past school year.

It is important to confirm with Marriott and Conferences the exact dates that will be used for the lunches, as the Cap & Gown room is often booked quickly.

Speakers are invited for one lunch each month. The speaker is generally asked to speak on a topic related to the year’s theme. The SDC will provide a \$25 honorarium or a gift certificate to the Coffee Cottage as a thank you for their speaking. The speakers are invited to speak by members of the SDC.

## **Budget**

All of the events, staff lunches, and seminars are paid for out of the general budget. The Staff Development Committee is given an amount (\$4700 at the time of this writing) to run all the SDC events.

During the month of January, budget requests are presented to all committee and division heads. These requests are analyzed and submitted to the VP of Finance for final review. As funds are available, additional requests are granted as determined by the cabinet.

As of 1994, budget items to be considered are:

Personal Development Fund:	\$1000.00
Staff Lunches:	\$1500.00
Staff Seminars:	\$1500.00
Misc. Expenses:	\$700.00

### **Ice Cream Social**

During the first week following graduation – usually during the first week of May – the Committee sponsors an ice cream social for the entire campus. This is open to all staff, faculty, and work study students who are employed by the college at the time and occurs during the 3:00 break. Marriott usually provides toppings and sometimes provides the ice cream. The Staff Development Committee pays for and serves for the event. This even has been held in the commons or outdoors if the weather is nice. Be sure to reserve the room as far ahead as possible.

### **By-Laws**

The Staff Development Committee is guided by a set of By-Laws. These By-Laws include additional guidance as to exact policies and procedures that govern the leadership and direction of the Committee.

### **Personal Development Fund**

The Staff Development Committee maintains a fund for the personal development of GFC staff members. This fund will cover half of the seminar fee up to \$50. Staff who intend on attending a seminar for personal or professional development should fill out an application and return it to the Vice-Chair. The Vice-Chair will get a check through the Business Office made payable to the seminar organization.

### **Spotlight on Staff**

Each month, members of the support staff are spotlighted in the Colleague and on the staff bulletin board. This gives the rest of the GFC community the opportunity to know staff members. The spotlight includes a brief history of the individual as well as the interests and goals that staff member has. Interviews can be conducted by various members of the committee. The Secretary then compiles the interview and sends it to the Colleague for publication.

### **Administrative Council**

The Chair of the Staff Development Committee sits on the Administrative Council as the representative from the staff. Representatives from the Faculty, Psy.D., Undergraduate students, VP Admission Services, VP Student Life, VP Financial Affairs, VP Academic Affairs, and the President also sit on this council. The Administrative Council is responsible for several important issues involving the GFC community including the Budget and certain new policies. Staff representation is important as this is often the only chance staff have to voice their concerns regarding matters of policy at the Administrative level.

## Calendar of Events

### *July*

Summer – nothing planned

### *August*

Summer – nothing planned

### *September*

First Staff Lunch

### *October*

Staff Seminar

### *November*

Christmas Tree setup (Thanksgiving Break)

### *December*

Christmas Tree taken down (Christmas Break)

### *January*

Budget process begins

### *February*

### *March*

Staff Seminar

Elections

### *April*

In-Service Day

### *May*

Ice Cream Social

### *June*

Summer – nothing planned