SEC Overview:

The Staff Executive Committee (SEC) is comprised of five (5) elected staff members, president, secretary, and three (3) at-large members with no two officials from the same area. Ten (10) staff members (nine [9] in addition to SEC president) are elected to serve as voting members of the assembly. Finally, staff members are appointed by SEC to serve on the governance/advisory committees including the Bookstore, Campus Center, Dining Services, Faculty/Staff Concerns, and Planning and Budget.

The responsibilities of SEC, as listed in the University governance, are to serve as the voice on behalf of the staff to appropriate governance officers and groups, act as a conduit for information between staff and the administration. Additionally, SEC provides professional development opportunities for either an individual staff member and/or the entire staff through staff grants or workshops.

SEC conducts five (5) staff meetings during the academic year with standing topic areas that include but are not limited to Office/Department Spotlight, Student Group/Organization Spotlight, Assembly report, and Advisory Committee reports. Staff meeting attendance ranges between 40-50 staff members per meeting.

2013-2014:

During the 2013-2014 academic year, SEC provided ten (10) professional development opportunities that were open to the entire staff including; Using LinkedIn Effectively, Controlling Time Robbers, Conducting Difficult Conversation with Students, Communicating Effectively, two (2) CPR training and certificate programs and four (4) workshops using StrengthsQuest. Approximately 155 staff members (duplicate count) participated in these professional development workshops/trainings.

SEC also distributed grants to 34 staff members which allowed them to attend annual/national conferences or additional training/certification courses. A total of $11,161 was distributed amongst the 34 staff members. Examples of conferences/trainings included the National Conference for Race & Ethnicity in American Higher Education; the Institute for Senior Annual Giving Professionals; the Student Veteran of America Conference; the National Behavior Intervention Administrator Annual Conference; FBI LEEDA Command Institute for Law Enforcement; and the ABCA National Baseball Coaches Convention and Project Management Short Course. At the end of each conference/training, staff who attended were asked to write a short summary about the conference they attended. The following are some of the responses regarding the experiences staff members received as a result of SEC grant dollars.

Thanks to the institute, I learned a variety of new techniques for integrating metacognitive techniques into workshops and tutor training. I will take away quite a few new activities that I can pilot in my work here at Carroll. Metacognition can either seem too complicated for students to grasp and apply, so these activities will help me introduce the concept through active learning. I also appreciated the more in-depth discussion of educational psychology and neuroscience as well as all of the ideas shared by colleagues and mentors.

Three significant outcomes occurred as a result of my attendance at the SI International Conference, including: (1) The opportunity to present and share knowledge, (2) Ideas and strategies for improving the Carroll SI Program that were shared by colleagues, and (3) The establishment and development of professional connections with colleagues from Wisconsin and across the world. In conclusion, I am so grateful for the staff development grant program, as my experiences at SI International were invaluable to my professional growth.

I owe a big thank-you to SEC for sponsoring my registration for the 34th Annual ACEED-I (Association of Collegiate Conference and Events Directors-International)
Conference in New Orleans, LA March 23-26, 2014. I was able to attend several valuable sessions regarding motivating student employees, marketing our event venues, risk management for events, and overall best practices for our camp and conference operations, and working with minors. I have already made plans to change our current approach with student staff members as well as update our training initiatives for this summer and next fall.

2014-2015:

The 2014-2015 SEC consists of: Abby Meddaugh, Assistant Director of Student Conduct (President); Eileen Baldwin, Assistant Director of Alumni Engagement (Secretary); Kathleen Volk, Academic Support Program Manager Learning Commons (At-Large Member); Kellie Erickson, Assistant Director of Financial Aid (At-Large Member); and Josie de Hartog, Director of Academic Engagement (At-Large Member).

SEC will continue to provide professional development for staff. Thus far the SEC has granted three (3) professional development grants for a total of $1230.

SEC is planning on offering CPR training and certification program, StrengthsQuest, and Leveraging LinkedIn to build your network and enhance your personal brand to any staff members who are interested. Workshops relating to wellness and time are currently in the development phase.

On September 17, 2014, SEC held its first staff meeting with over 40 staff members in attendance. During this staff meeting, Greek Life and Student Activities presented as the student group/department spotlight, an Assembly report was given, and SEC election guidelines were discussed.

Conclusion:

SEC is a very active committee whose goal it is to represent the staff as a whole and provide many opportunities for staff members to develop professionally in order to support Carroll University.