The 2014 fall semester was very active for SEC. SEC held two staff meetings with over 40 staff members in attendance at each meeting. Student Activities and Admissions all gave presentations regarding their department area. Greek Life and Intervarsity sent representatives to spotlight their organizations. Finally, new elections guidelines were discussed, voted on by the campus staff and approved. These election guidelines will take affect for the July 2015 elections.

SEC continued to provide professional development opportunities for staff. For the fall SEC awarded $8088 award dollars to 17 staff members to attend conferences all over the country including: National College Learning Center Associations, WAICU’s Leadership Development Series, NASPA Veterans Conference, National Coaching Conference and the National Conference on Race and Ethnicity. The following are some of the responses regarding the experiences staff members received as a result of SEC grant dollars.

Learning about initiatives that other institutions are putting into place will help Carroll’s alumni office stay competitive about programming and event planning. It became very clear that more young alumni programming needs to be done and that will be a focus of future events that we put together. Additionally, I was able to learn strategies about reunion planning that other schools in our area use on similar alumni populations. My work with the student alumni ambassadors will be dramatically affected as I was able to meet with others who have similar groups to learn about their student’s responsibilities. I have new ideas to bring to the group and implement as they see fit. The ambassadors will be more directly involved with planning for some events as well as have a more defined role. This is a program that I am always looking to improve and this conference offered me many resources.

Thank you for funding my conference fee to attend the National College Learning Center Association conference this fall. I attended sessions about CAS standards, front-end assessment, graduate student support programming, and tutor training. Several of these ideas are useful for implementation in the Learning Commons. I also presented on my hybrid tutor training that is unique to Carroll and received lots of interest in sharing the model with other institutions. I also participated in several networking opportunities such as the opening social, luncheons, and a regional planning meeting for starting a state chapter of NCLCA. I appreciate your support in pursuing this professional development opportunity and plan on incorporating what I learned into my job serving students at Carroll.

During the fall semester SEC offered a CPR training and certification program, two StrengthsQuest sessions, and Leveraging LinkedIn to build your network and enhance your personal brand to 55 staff members. For spring CPR certification, time management and wellness workshops will be presented.

Part of the role of SEC is to be the conduit of information/concerns from the staff to this group. Through our conversations with colleagues we have noticed a theme relating to staff departures, succession plans and search committees. There is an understanding that the process to gather as much information regarding positions responsibilities prior to a departure differs from one department to another. Through these conversations the ideas of building in some redundancy or overlap between positions as well as a university template that every individual would need to complete prior to their last day has been discussed. Examples of information that could be gathered on a standard form could be: internal and external contacts, program planning information and timelines, passwords, and daily-weekly-monthly-tasks. SEC and these concerned colleagues agree that this approach would benefit the institution, new hires, students and the constituents that we serve as valuable information will be documented and preserved.