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SDAB*

**Staff Development Annual Report for FY  
95/96  
8-12-96**

**Introduction:**

- Another busy, challenging year!
- Focus: work done/coordinated by the Assistant to the Dean for Staff Development Recruitment and Diversity
- .50 job is staff development
- .50 job is recruitment and diversity

**Duties/activities:**

- provide support for meeting team learning/training needs
- provide support for meeting individual learning/training needs
- allocation of staff development and special workshops funds
- diversity programming
- participate in HR partnership
- new staff orientation
- special programs and consultants
- coordinate activities of the Staff Development Advisory Board
- coordinate work of Affirmative Action committee
- coordinate work of Diversity Council
- work with UA Diversity Action Council and AACHE
- member of Cabinet
- facilitate Library Support team meetings
- co-owner of Values and Vision team
- sponsor/consultant for other SOS projects

**Meeting needs at the Team level:**

- Staff Development Advisory Board as communication link
- HR Training partnership
- Why done? learned from experience that library wide training is not always most appropriate way to learn
- Training that occurred this year at the team level:
  - computer software training
  - decision making training
  - facilitation skills training
  - conflict resolution skills
  - team building

**STAFF DEVELOPMENT ADVISORY BOARD:**

- varied levels of skill and commitment
- communication slow
- mixed success

**HR PARTNERSHIP:**

- focus on assessment followed by training
- time consuming process
- changes in HR slowed work down
- Kim DeLong and Chuck McDuffie our contacts
- Overall, work was begun with 7 teams (BOT, IAT, LST, LIST, MAT, SET, UST)

**Meeting Individual Needs: The Staff Development Fund**

- Total allocation \$12,500
- Used mostly for local workshps Amt
- used also for trainers and consultants Amt
- 180 individuals benefitted

**The Special Workshops fund:**

- \$19,500 allocated
- 2/3 spent sending 22 staff to conferences on technology and libraries
- Also spent on:
  - Conflict Resolution w/Dances With Opportunities
  - Knowledge Management w/Dick Lucier

**Miscellaneous Programs:**

- Employee wellness:
  - CPR
  - Health Screening
  - Crime and Safety

**Diversity work:**

- Kriza Jennings presentations
- Not So Straight Roundtable
- Co-sponsorship several campus events
- sent 5 individuals to workshops and conferences

**New Staff Orientation:**

- 14 New Staff
- Goal to align with team orientation plans: mixed success
- 6 programs:
  - MBTI
  - Organizational overview
  - Effective Meetings/Customer Service
  - New Staff Handbook
  - Quality Dialogue
  - Public Service Video

**Computer/technology training:**

- Lots of opportunities
  - community workshops
  - campus workshops
  - library-wide workshops
  - team workshops
- \$15,000 spent in all
  - technology conferences
  - computer skills training
- Worked with SABIO Coordinating Group to get Law Library training done

**Other programs by other groups:**

- TQM presentations coordinated by other units
- several guest speakers (Blue Skies Group, SOS/Education)
- Type I training
- PI training
- Sue Miller Hurst

**Plans for coming year:**

- Strengthen Staff Development Advisory Board
- sponsor technology training team
- continue new staff orientation
- Change management support program
- build cadre of consultants and trainers
- develop learning center concept
- make resources more readily available

-- identify internal trainers - send questionnaire to teams -

**1995/96 Staff development, Diversity and Special workshops funds expenditures by category:**

Communication Skills	\$4755
Diversity	\$4184.18
Misc. Team related requests	\$6440.25
Other misc. expenditures (including refreshments and resource materials, etc.)	\$1601.91
Technology related conferences	\$13,221
Technology related workshops	\$2929.19
Time/project management workshops	\$1011
Total Quality Management workshops and conferences	\$ 860
<b>TOTAL EXPENDITURES:</b>	<b>\$35,002.53</b>

**Communication skills**

8/4/95 Powerful communication skills for women (Bower, Simons, Pfander, Morris)	\$ 316
8/22/95 Dealing with Differences workshop for MAT with Margaret Dykinga	\$ 253
9/25/95 Accelerated Spanish Level 1 (P. Davis)	\$ 235
9/26/95 How to Handle Conflict and Confrontation (K. Wirtz)	\$ 79
10/11/95: Dealing with Employee Attitude Problems (N. Valles)	\$ 139
10/11/95 Ombuds workshop w/Dances with Opportunities	\$2750
1/10/96 Grammar and Usage (Fiegen)	\$ 125
2/12/96 MBTI for new staff w/B. Harrison	\$ 530
3/20/96 How to Inspire Commitment, Teamwork	\$ 115

and Cooperation (C. Freisen)

3/21/96 How to Overcome Negativity in the workplace \$ 99  
(Wirtz)

4/4/96 Handling People with Diplomacy and Tact \$ 114  
(Valles)

Total Expenditures \$4755

### **Diversity:**

10/1/95 Way Up Conference: Embracing Chaos/Effecting \$ 370  
Change (E. Williams, Tapia, Blaine)

10/26/95 Kriza Jennings visit \$1613.18

11/11/95 Affirmative Action Teleconference \$ 200

1/12/96 Understanding Cultural Diversity (Hernandez) \$ 140

1/16/96 Keyan Tomaselli presentation on South Africa \$ 200

1/27/96 Cornell West lecture co-sponsorship \$ 200

3/1/96 UA Pow Wow co-sponsorship \$ 200

4/12/96 Not So Straight II w/Amy Zuckerman \$1216

5/17/96 And Still We Rise BWTF (Copeland) \$ 45

Total expenditures \$4184.18

### **Misc. Requests related to work of Teams**

7/13/95 Receptionists Guide to Front Desk \$ 139  
Security (N. Valles)

9/10/95 National Staff Development Conference \$ 885  
(B.Diaz)

9/22/95 Active Learning/Library Instruction \$ 70  
(Tallman, Morris)

6/30/95 Japanese Language Cataloguing (Radbill) \$ 510.70  
BAT

Fall 95 Andrew Prescott presentation \$ 200  
FAH

2/23/95 Dick Lucier on Knowledge Management \$1031.55  
Integrative Services

3/5/96	1996 ALADN Conference (House and Allen) LST	\$ 675
3/14/96	Beyond the Zone Negative Print Making (D. Nilsen) RAMSC	\$ 300
4/14/96	Federal Depository Course (D. Jones) SET	\$ 200
5/7/96	How to Avoid Hiring Lemons Nuts and Flakes (Peck) BOT	\$ 59
6/20/96	NASIG Conference Preconference (Cox, Martinez, Pintozzi, Sugnet, Tallman) IRD/P Integrative Services Teams	\$ 200
6/20/96	LOEX of the West (Eagan, Tellman, Williams Bender, Greenfield) Integrative Services Teams	\$1870
7/5/96	ALA Prefonference Patron Initiated Service Systems (J. Voyles) MAT	\$ 125
7/5/96	ALA Preconference on Special Collections (Salazar) RAMSC	\$ 175
	Total Expenditures	<hr/> \$6440.25

### **Other Miscellaneous Expenditures**

8/14/95	CPR for staff	\$ 140
5/17/96	Decision Lab for future work brainstorming Session for Change Management program (Phipps)	\$ 250
6/10/96	Parking fees for Values consultants	\$ 12
-----	Refreshments for staff development workshops	\$ 153.99
-----	Miscellaneous resource materials incl books, supplies and audiocassette programs	\$1045.92
	Total expenditures	<hr/> \$1601.91

### **Technology related conferences:**

8/14/95	Az Geog. Info MAGIC (Mount, Chang, Kollen)	\$ 360
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7/14/95 AAHE Startup workshop (P. Morris and S. Moore)	\$ 900
7/23/95 Syllabus '95 (A. Eagan and J. Veldof) (Use of technology in the curriculum)	\$1910
9/15/95 ASIS LA Chapter (S. Glogoff) digital resources	\$ 280
10/31/95 CNI/EDUCOM (K Williams)	\$1091
11/28/95 CAUSE (L. Greenfield and A. Eagan) Potential Information Sources/Info.Tech.	\$1830
3/20/96 ACM Digital Libraries Conference (S. Glogoff)	\$1310
5/17/95 ESRI Users Conference (P. Morris and B.Chang)	\$1700
5/29/96 Assessing the Reality of New Markets/Media (J. Fore)	\$1300
6/11/96 Computers in Agriculture (D. Jones)	\$ 840
7/14/96 Center for Electronic Texts (C. Larson)	\$1700
Total Expenditures	<u>\$13,221</u>

### **Technology related workshops:**

7/6/95 Excel for BOT	\$ 500
8/14/95 MAGIC (Chang, Kollen, Mount)	\$ 360
8/23/95 Excel for MAT	\$ 500
9/11/95 Microsoft Office for Windows (McDonnell)	\$ 99
9/19/95 Access for Windows (Heimann)	\$ 133.50
12/19/95 Access for Windows (Hershoff and Padilla)	\$ 172.50
4/8/96 Digital Imaging (Nilsen, Solomon)	\$ 318
4/10/96 Windows 3.1 (Peck)	\$ 63
4/18/96 Word 6.2 for Windows (Peck)	\$ 63
4/24/96 Excel for Windows (Peck)	\$ 63
4/23/96 Paul Evans Peters workshop (15 staff)	\$ 225
5/24/96 Case Studies in U. Electronic Publishing (N. Solomon)	\$ 250
5/31/96 Windows Tips, Techniques and Shortcuts	\$ 155.49

(K. Garcia)

5/31/96 Windows 95 Manual (K. Garcia)	\$ 26.70
Total Expenditures:	<u>\$2929.19</u>

### **Time management/project management**

10/17/95 Self Management Systems (Kollen)	\$220
1/25/96 How to Handle Multiple Projects (Chang, Duran, K. Garcia, Macha, Martinez Morris, Rule, Valles)	\$712
3/21/96 Achieving Excellence in Project Management (J. Pfander)	\$ 79
Total Expenditures:	<u>\$1,011</u>

### **Total Quality Management related expenditures**

7/27/95 Quality Dialogue with Laurie Ingram	\$225
11/14/95 Baldrige Award Criteria (Huff-Eibl)	\$79
4/9/96 Annual Quality Conference (Delp, Dols, Fiegen, Gray, Huff-Eibl, D. Smith, Valenzuela)	\$560
Total expenditures	<u>\$ 860</u>

### **95/96 Staff Development/Special Workshops funds allocations by teams:**

BAT: \$1414.85  
BOT: \$ 828  
FAH: \$3516  
IAT: \$ 449  
LIST: \$1730  
LST: \$2045.69  
MAT: \$2324  
RAMSC: \$ 868



SET: \$5693.50

SST: \$2142.50

UST: \$3587.50

