

The top priorities that came out of the exercise are:

1. Professional Development- this would include additional training

- We would like to receive IT trainings twice a year.
- We would like to be able to provide support to faculty by receiving the same trainings, in order to be knowledgeable about the same types of software.
- We would like help with the p.c. vs. Mac issues that arise from having various types of users; specifically on how to manage entourage calendaring issues.
- We would like training in publishing and presentation software; keynote being a software most of us have not been trained on.
- We would like some off campus trainings, Trident Tech offers such courses.
- We would like an annual retreat.
- We would like intermediate or advanced trainings in Microsoft Office; everyone should have basic knowledge upon being hired.
- We would like trainings on how to design the new webpage.
- We would like to know what we can do to support faculty in their research.
- We would like to get together once a semester for meetings on different topics, hosted by different staff members in areas of their strength.
 - We would like a manual to be a product of these meetings
- Our own blog could help with the case by case basis needs and better communication.

2. Well Being- this would include childcare needs, tuition assistance, campus safety

- We would like childcare to be geared toward 12 month employees, instead of faculty calendar.
- We would like tuition assistance to increase employee retention.
 - This would include discount for family members.
 - This would include agreement with other state institutions to supply tuition assistance.
 - This would include an increase in number of credit hours given to employees, recently reduced from 6 hours to 4 credit hours.
- We would like safer sidewalks.
- We would like to be informed on renovations plans.
 - We will do a self inventory of buildings, creating a check list for repairs.
- We would like to put fire safety plans into action.
- We would like more parking, closer parking and pro-rated parking rates by band width.
- We would like garages with trolley services to be closer, so walking would be an option.
- We would like CARTA Express times increased to include during the day and intervals to be less than one hour between shuttles.

3. Diversity- this would include faculty, staff, students, service departments, academic departments, etc.

- We would like sensitivity training for all personnel.
- We would like to be included on faculty hiring committees, the way faculty is included on staff hiring committees.
- We would like to have a faculty and staff senate.
- We would like to end the segregation between different types of employees; from faculty to physical plant.
- We would like the distinction to be made and enforced between facultystaff listserv and Opendiscussion listserv.

4. Operations- this would include campus procedures, order supplies, etc.
- We would like for the improvement to daily operations to be covered as topics in our professional development meetings.
 - We would like a roll forward budget to enable financial planning and a reserve fund.
 - We would like streamlined technology; including interactive pdf files, electronic signatures and a centralized location for forms.
 - We would like Central Stores to publish a price list, be consistent on the prices and to have a store where you can walk in and purchase that day.
 - We would like a central office for declaring majors and minors. Each department is unique, some require an entrance interview and some place holds on accounts until student has met with advisor. System should incorporate individual needs.