

# project RESA

# Spotlight

**Meeting Date: January 25, 2018**

**Goal of meeting:**

Continue to "Brainstorm a system approach to helping staff feel appreciated."

**Business Items:**

**1. Discussion based on a submission via online form:**

**Submission stated:** *A question, not an idea. I see wonderful goals, ideas and conversations happening with Project RESA, but other than lists being made, what is really happening? I'm not being negative, I really want to know what, if anything, is being changed at RESA because of this group? I hope a lot of good comes from it.*

The comment provided an opportunity for the Project RESA team to evaluate its progress and participate in a self review. Team members revisited Project RESA's purpose and mission as well as reviewed of meeting norms and rules. After having been "active" for six months, group members indicated that they feel helpful and like being able to provide suggestions. They understand that culture change takes a long time and it was important to first collect data, organize ideas, solidify processes and identify goals. The group is looking forward to seeing significant/measurable outcomes based on its work.

Accomplishments to date:

- Spotlight Newsletter
- System for employees to make comments and suggestions
- Facilitation of 2017 Opening Day activities
- Staff surveys (used to drive discussions)
- Presence at Management Team
- Reduced speed signs at Admin. Center/BLC campus
- Designated visitor parking at Admin. Center and review of parking policies in the Employee Handbook
- Discussion of a greeter at the Conference Center
- Defined what Berrien RESA staff are seeking in regard to feeling valued and appreciated

**2. Activity:** How can Berrien RESA help team members feel valued and appreciated?

Discussed RESA's culture:

- Do we have conversations about what our culture should be?
- Do we include organizational culture as part of professional development or employee review processes?
- Do we use our cultural expectations to hold ourselves and others accountable?
- Does Berrien RESA offer a safe environment for candid conversations (overall and at every level) as part of our culture? If not, how do we create a culture that encourages open, honest and respectful conversations?

It was suggested that Project RESA create a *culture guide* to define expectations and include value/appreciation concepts as part of Berrien RESA's cultural identity. The guide could be based on Berrien RESA's established mission and [vision statements and shared beliefs, core values and goals](#). As part of the guide, communication and relationship building could be emphasized.

**What is Project RESA?**

Project RESA is a district-wide think tank that addresses climate and culture topics impacting the organization.

**Team Members:**

- Autumn Poole
- Brian Leonard
- Chris Machiniak
- Chris Martin
- Craig Blasko
- Craig Kuhn
- Cyndi Ursprung
- Eric Hoppstock
- Jamie Ely
- Jessica Mcauliffe
- John Phillips
- Karen Heath
- Katy Foster
- Kevin Clark
- Leanna Sysak
- Lorinda Robbins
- Melanie Foster
- Tiago Baltazar
- Tonya Snyder

**Share your ideas!**

You are encouraged to share your ideas and suggestions with the Project RESA team. Contact us via email at [projectresa@berrienresa.org](mailto:projectresa@berrienresa.org) or you can fill out a [Google Form](#) that will allow you to submit your thoughts without anyone knowing who submitted the comment. Please be assured, Berrien RESA cannot identify who submitted comments through the form.

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## What is Project RESA?

Project RESA is a district-wide think tank that addresses climate and culture topics impacting the organization.

## Background:

Participants from every department and building were invited to participate in the think tank (February 2017). Nearly 20 people joined the group. Committee members have agreed to serve on the committee for at least one year. An open invitation to participate will be offered to the RESA family annually.

## Principles:

Project RESA is founded on two overarching principles; candor, and the concept of no authority. This means that all conversations had by Project RESA members will be honest discussions. No authority means that while the group is not a decision-making entity, it will make suggestions on ways in which issues may be resolved. Those ideas will be shared with Berrien RESA's Management Team. It will be up to Management Team to make decisions for the organization.

## Communication:

To help keep all Berrien RESA team members informed of the topics being discussed by Project RESA, the suggestions being made to Management Team, and the decisions being made by Management Team regarding those suggestions, Project RESA will be issuing a "Spotlight" after each meeting. Spotlights will be shared via email as well as highlighted during staff meetings.

3. Project RESA decided that they will create the next meeting's agenda at the end of the current meeting.
  - Goal for next meeting: Continue conversation about culture.
  - Assignment for Project RESA team: Submit a conversation starter on a Google Doc dealing with culture/difficult conversations.

## Old Business:

Review of student/child safety signs:

### Action by Dr. Ivers (December 9, 2017):

Per the Berrien County Road Commission, Sec. 257.627 a, PA 300 of 1949 which prevents Glenlord Road in front of LEC from being designated a school speed zone:

(b) "School" means an educational institution operated by a local school district or by a private, denominational, or parochial organization. School does not include either of the following:

- (i) An educational institution that the department of education determines has its entire student population in residence at the institution.
- (ii) An educational institution to which all students are transported in motor vehicles.

Additionally, Dr. Ivers and Karen Heath drove past the building and noted that there is a neon yellow school sign, however, no reduced speed zone.

**Requests from Management Team:** None

## Communications Received from Management Team:

**Question 1: Could we please have easels available for the Conference Rooms? It would be nice that when you are requesting your room set-up if you could request an easel to be in the room. Also, requested-power strips/extension cords.** Referred to Building & Grounds and Technology

### Action by Building & Grounds and Technology (January 22, 2017):

Easels and power strips are available in the closets in each of the conference rooms. When scheduling a room request, please select "other" in the room set-up and indicate that easels and/or power strips will be needed.

## Communications Received from Staff via email or online form:

1. **Question-**It would be great if the Blossomland pool was available to staff after work. I understand it is available three days/week in the morning, but this arrangement doesn't work for staff who has to be at districts for early meetings.  
*Project RESA to contact BLC and inquire about pool hours.*
2. **Question-**I would like to know what are the policies and procedures for creating new positions and then hiring people for those positions? It seems that people are chosen beforehand without proper consideration of others who may be interested or well suited for the position. There does not seem to be reasonable formal notification of opportunities within the organization. Certain hiring needs are communicated through email while others are not.  
*Project RESA would like to discuss this question during the February 26 meeting.*
3. **Question-**Do we, as an organization, apologize appropriately? Do we have critical conversations? Do we practice mindfulness?  
*Project RESA would like to discuss this question during the February 26 meeting.*

## Upcoming Meeting Dates

**(All meetings will be held from 3:15-4:15 p.m.):**

- February 26 - BLC (Classroom B-2)
- March 27 - Admin. (Distance Learning)
- April 25 - Admin. (Room E-invitation sent to staff to welcome new members)
- May 31 - BLC (B-Pod)
- June - No meeting