

project RESA

Spotlight

Meeting Date: October 31, 2017

Goal of meeting: *Begin discussing "Growth Area #3: Being Appreciative." What does being appreciated look like? Is it the same for all departments/buildings/people? What are we doing now that works? What doesn't work?*

Business Items: Appreciation Activity

After looking at the data collected from Opening Day, it was determined that the majority of staff would like:

- Public (group) and personal recognition of accomplishments
- Informal, non-evaluative walk throughs and casual conversations with upper-level administrators (may be difficult for offsite classrooms)
- Face-to-face, tangible ways of offering thanks (ice cream, notes, etc.--may be different for each individual--find out what is wanted for each person, building or group)

Additional Findings:

- "Qudos" system works but the turnover sometimes takes too long
- Appreciation plans can work if implemented equally across the organization

Goals for next meeting:

Continue to discuss appreciation (value vs. appreciated).

Requests from Management Team: None

Communications Received from Management Team:

1. Administrative parking lot front entrance: Employee handbook states that parking is reserved for guests however, staff continue to park in those spaces.

Action by Management Team (October 17, 2017):

(Note-parking had not been discussed by Management Team since the Conference Center was added to the Admin. Building.)

Discussed:

- Who is a visitor? (Someone who is here for fingerprinting, a meeting, a conference, duration of stay, etc.).
- Need for better signage or designation of specific parking spots.
- Revising the Employee Handbook and encouraging staff members not to park in parking spots by front doors of Admin. Center. Also talked about parking near the doors of the Conference Center entrance.

Building & Grounds painted "visitor" in parking spaces by the front entrance of the Admin. Center.

2. Administrative Conference Center: Suggestion to create

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 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.

project RESA

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.

a reception area to welcome guests at Admin. Center Conference Center entrance. Area could be staffed with a co-op student who could provide additional office support during down time.

Action by Management Team (October 17, 2017):

Discussed:

- The pros and cons of having a co-op or receptionist at the back lobby including availability, training, cost, etc.
- Improved signage (referred to Building and Grounds)

Determined that each department who is hosting events/meetings in the Conference Center should designate a greeter from their team to welcome and direct guests. It is the hope with new visitor parking area, guests who are visiting and not attending an event in the Conference Center will use the front door.

3. Work-Life Balance (discussion during Management Team meetings)

Action by Management Team (ongoing):

Discussed:

- How can administrators encourage better work-life balance?

Determined that work-life balance is not something that an employer can dictate to an employee (as it is a personal determination). Employers can, however, provide resources, tools and an environment that encourages balance. Administrators were encouraged to have intentional conversations about assigned work and task management with staff. They were also encouraged to be thoughtful about expectations after hours (sending emails in the evening, early morning and weekends).

Communications Received from Staff:

1. Question-Why don't we have a reduced speed limit in front of our school?
Action: Referred to Management Team
2. Question-Why aren't there speed limit signs on Blossomland's campus?
Action: Referred to Management Team
3. Suggestion to replace the artwork within the halls of RESA (Admin. Center) with posters reflecting the great things happening with RESA and our many programs, services, and partnerships.
Action: Referred to Dr. Ivers. Dr. Ivers has assigned project to the Communications Office.

Upcoming Meeting Dates

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

- November 29-Admin. (Distance Learning)
- December-No meeting
- January 25-Admin. (Room E)
- February 26-BLC (B-Pod)
- 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