Non-Academic Sub-Council Meeting Minutes

September 9, 2014 (Tuesday)

2:00pm – 3:00pm. Barge 304

Present: Sue Noce, Tina Short, Lindsey Ulrich, Jill Hernandez, Lindsey Brown, Veronica Gomez-Vilchis, Staci Sleigh-Layman, Edna Comedy, Jared Jakeman. **Absent:** Bill Yarwood, Joel Klucking, John Swiney, Chris Huss, Tim McGuire

Agenda Items:

Business Cases:

Skillsoft Online Learning (Veronica Gomez-Vilchis)

For the past several years professional development and training has been in a state of flux. The focus has been solely on state compliance; however, employees have requested additional training, for example: Leadership, coaching, dealing with difficult employees, etc. The current modules CWU uses for tracking and training are PeopleSoft and IT Microsoft academy. These programs are limited in their resources and capability. With over 500 employees with different needs and requirements, a program such as Skillsoft allows employees to better track their training, their employees training, and gives them an abundance of resources.

Skillsoft's catalog offers up to 1,000 online courses, access to books that can be downloaded onto employees computers and mobile devices, as well as, training videos.

Veronica Gomez-Vilchis contacted the University of Colorado to see how Skillsoft has worked for their university and they spoke very highly of the program. They indicated Skillsoft and PeopleSoft communicate very well. They use PeopleSoft to house their data and run various reports. Tina Short and Jill Hernandez both voiced the concern of how do keep the data up to date with new and old employees. How often would we need to refresh the system to ensure new employees are uploaded in Skillsoft to start their trainings and allow their supervisor to track their progress?   Edna Comedy said that would be something HR needs to research and get back to us.

Edna Comedy used a similar program at her previous university and spoke highly of the opportunities Skillsoft provides employees and supervisors. The program is low maintenance, budget friendly, and meets the needs of our institution.

The program will be fully funded through the Human Resources budget. The cost is $33,000 per year and comes with full libraries and a learning consultant. The learning consultation will help adjust and maintain our training modules to meet our university's needs.

Jill Hernandez also mentioned the policy and procedures that need to be put into place for employees sharing training books with non-employees. Overall the group approved and made a few suggestions before the business case went to EISC.

Jill Hernandez motioned to approve, Lindsey Brown seconded the motion.

Other Discussion/Informational Items:

Approve June 10th Meeting Minutes:

Jill Hernandez motioned to approve, Sue Noce seconded the motion.