

Center for University Learning

For Faculty & Staff

Newsletter

T R A I N I N G L E A R N I N G C O N N E C T I N G

Promoting professional and personal development opportunities.

Volume 2, Issue 4 October 2006

Attention

All KSU Excel graduates!



Plans are in the making
for the 2nd Annual
EXCEL Class Reunion.

Be on the lookout for details
COMING SOON!

Learn more about our services inside this issue

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NOTE: TLC will be dispersed via ENEWS starting January 2007

Ethical Leadership Certificate (ELC) welcomes its second class!



This Fall the Center for University Learning accepted its second class into the Ethical Leadership Certificate (ELC) Program. The class consists of 15 eager staff members who were selected through an application process to participate in this profound program. This ELC class began on September 8th, 2006 and will resume until Fall 2007.

Congratulations

- | | |
|----------------------|------------------|
| Lillie S. Barber | Sandra Barclay |
| Sheryl Bauerschmidt | Gail Carlson |
| Lynne Hagan | Bonita Hunter |
| Silva laneva | Tisha McCalla |
| Mary Kathryn McCrary | Molly Mendenhall |
| Catherine Odera | Cynthia Parkins |
| Nicole Phillips | Melinda Ross |

Sherri Shade

The Ethical Leadership Certificate is a multi-tiered leadership development program endorsed by the Siegel Institute and managed by The Center for University Learning. This non-credit, certificate program consists of 36, three-hour competency based modules divided into three levels addressing several areas/issues in leadership development, networking with other KSU constituents and ethical character building skills.

For more information on the ELC Program, visit our website at

www.kennesaw.edu/learning_ctr

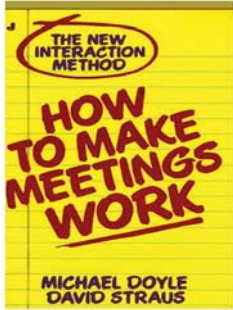
and click on the link titled Ethical Leadership Certificate or contact our office at ext. 3450.

Mission Statement:

The Center for University Learning exists to instill and inspire the culture of learning throughout the organization by providing quality training and learning initiatives that promote and encourage professional, personal and leadership development for KSU faculty and staff.



Suggested Book of the Quarter



The Interaction Method is a recently devised way to stop wasting time and get things done at meetings. **How to Make Meetings Work**, by Michael Doyle and David Straus, covers the method that increases productivity, allows a feeling of greater participation, types of meeting-goers, and shows how to develop agendas, meeting rooms as well as defines setups.

Tested on more than 10,000 participants, the Interaction Method of conducting meetings is proven to increase productivity by up to 15 percent. Demonstrating how time and people can be better used in meetings, this thorough manual is indispensable for any organization--from large corporations to the small community groups.

*The Resource Library also offers computer access, training videos, books, the Chronicle for Higher Education and much more!
Come visit the Center and see for yourself!*

The Resource Library is located at the KSU Center, Room 176. All materials are available to enjoy at the Resource Library or to check out for your convenience.

Hours of operation are 8am-5pm

Monday through Friday.



NEW WELLNESS PROGRAM CERTIFICATE

What in the world does wellness mean to you? How well are you? Do you know how to improve your current level of wellness? Most people think being well is just about exercising and eating right, but it's actually much more than that. To find out more information on our new and exciting certificate program, please read below:

For those of you who were involved in the "Holistic Wellness Certificate" through the Center for University Learning in the past few years, we apologize, but this certificate will no longer be available. Taking its place is the new and improved "Wellness and Lifestyle Management" certificate program sponsored through the Center for Health Promotion and Wellness and the Center for University Learning. This newly structured program will offer courses and activities focused on improving participants' overall wellness in six different dimensions: Physical, Intellectual, Social, Emotional, Occupational and Spiritual. In addition to exercising and eating right, these other aspects listed can effect a person's health and sense of well being as well as his or her work performance.

Be on the lookout! Course descriptions and registration information coming soon! For more information, please contact the Wellness Center at x6394 or the Learning Center at x3450.

Customer Service Recognition Program



Kennesaw State University is joining statewide efforts to provide better customer service to its students and constituents in coordination with Gov. Sonny Perdue's launch of a new "Customer Service Improvement Initiative" that started on Aug. 1st. The governor's goal is to make Georgia the best-managed state in the country. He has asked every state agency, including the University System of Georgia, to put a plan into place.

Kennesaw's goal is to not only put a campus plan in place, but to also acknowledge those individuals who are exhibiting good behaviors in customer service, communication, building relationships and/or other "above and beyond" performances related to the department's services and vision.

As part of that acknowledgement, the Center for University Learning has implemented the **Shining STAR Award**.

The Shining STAR Award is given to those employees who give "that little bit extra" in their work performance as well as acknowledge all those individuals who have demonstrated outstanding customer service. The following is a list of our award winners and nominees.

Congratulations!

August Winner: John Cleves

August Nominees

Joe Ann Jackson	Mary Fikes
Rebecca Hargis	Annett Ferrell
Kenny Harrison	Kenya Walker
Kanita Watters	Terry Echols
John Cleves	Kristie Covington
Betty Childres	Michelle Hildebrand

September Winner: Terry Echols

September Nominees

Terry Echols	Teri Lynn
Cathy Bradford	Michelle Miller
Michelle Hildebrand	

If you have experienced "Shining Star" customer service, and would like to nominate a KSU employee, please visit

www.kennesaw.edu/shiningstar
to complete the nomination form.

KSU Staff Senate

The Kennesaw State University Staff Senate serves as the representative body for all staff employees at the University. The purpose of Staff Senate is to distinguish and explore staff concerns and to foster equal, amicable, and fair working conditions for all staff members. The Senate is a part of the official governance structure of KSU with links to the Faculty Caucus and the University Senate.

Staff Senate also prides itself on being a catalyst to foster community spirit at KSU. A wide variety of events planned for staff and their families are aimed at encouraging staff members to enjoy an active role in their workplace. These activities are also expressions of staff appreciation for the hard work and dedication that the KSU staff contributes on a daily basis.

Staff Senate meetings are held every 3rd Tuesday of the month and are open to anyone. Any staff member interested in attending or becoming involved in the many projects and activities sponsored by the Senate are invited to contact Staff Senate President, James Shuey (jshuey@kennesaw.edu or x6224), or their Staff Senate Representative for more information.

Fall Costume Competition

Wear your favorite costume or just come laugh at those who do! We'll have plenty of goodies to eat and the competition for prizes will result in fun for everyone.

Friday, October 27th
11:00am - 1:00pm
Dining Room Addition

MUST Food Drive

KSU Staff Senate will be collecting in-kind donations, including food and cash donations, around campus to benefit MUST Ministries.

Ongoing - See Locations around campus

Chili and Cheer

The title says it all. Mark your calendar to come warm your innards with the holiday meal that has become an annual KSU tradition. Be a part of the spirit of charity that manifests itself during the canned food drive that benefits MUST Ministries.

Wednesday, December 6th
11:30am - 1:30pm
University Rooms

For more details about Staff Senate activities,
visit our web page at:
www.kennesaw.edu/staff/

KSU Administrator's Senate

The Administrator's Senate has been very busy thus far. In order to be consistent with Staff Senate and Faculty Senate we have changed our name from the University Administrator's Senate to the more simplified Administrator's Senate (AS).

On September 26, the AS held its first reception. It was a marvelous event and 52 of our members attended. A continental breakfast was served and door prizes were awarded. We are grateful to the KSU Foundation and MACO for sponsoring this event for us.

There are now 171 administrators in the AS. Our numbers have increased from last year when we had 147 members. These are some topics that your officers are working on:

- The President's Inauguration
- Inclusion in the back of next year's college catalog
- Discrepancies in the TRS and ORP retirement programs
- Identifying our membership
- Fund raising
- Being paid for teaching classes

We are always available to talk with you about the Administrator's Senate and seek your input.

For more details about the Administrator's Senate,
please contact Bob Mattox at bmattox@kennesaw.edu.

Attention: Managers and Department Heads

Re: Student Assistant training

Student assistants are eligible to take classes at the Center if it pertains directly to their job duties. If you have a student assistant(s) in your area that would like to enroll in one or more of our catalog courses, the direct supervisor should do the following:

1. Register online for the course to reserve the space and serve as a contact person for class confirmations **then**
2. Call Anita Jackson at ext. 3450 or email learnctr@kennesaw.edu with the student's name that will be attending the reserved session.

Should you have any questions regarding this procedure, please call our office ext. 3450.

RETIREMENT & U

IF YOU PLAN TO RETIRE... PLAN TO ATTEND THIS RETIREMENT WORKSHOP

Did you know that statistically nearly half of the people who retire at age 65 can expect to live to 90? If you started your career at age 25, that could mean funding 65 years or more of your life with the income from 40 years of work. You can learn how to do that by attending this workshop.

It is never too early to begin to take advantage of the financial options and retirement planning available to you as a benefit of your employment with the university. Come join your colleagues and learn about the options available to you and how to create an investment strategy that will allow you to achieve your retirement and financial goals. The workshop will include presentations by Teachers Retirement (TRS), Social Security and Fidelity Investments.

**Retirement Seminar
November 15th, 8:30 AM - Noon
KSU Center, Room 300
3333 Busbee Drive**

REGISTER ONLINE AT
www.kennesaw.edu/learning_ctr

TLC is produced quarterly by the Center for University Learning at Kennesaw State University. If you have any questions or comments, please contact Maxayn Davis, editor, at mdavis2@kennesaw.edu

Have a happy and safe
upcoming holiday season!

