



# EXECUTIVE REPORT

## EXECUTIVE REPORT – EDUCATION

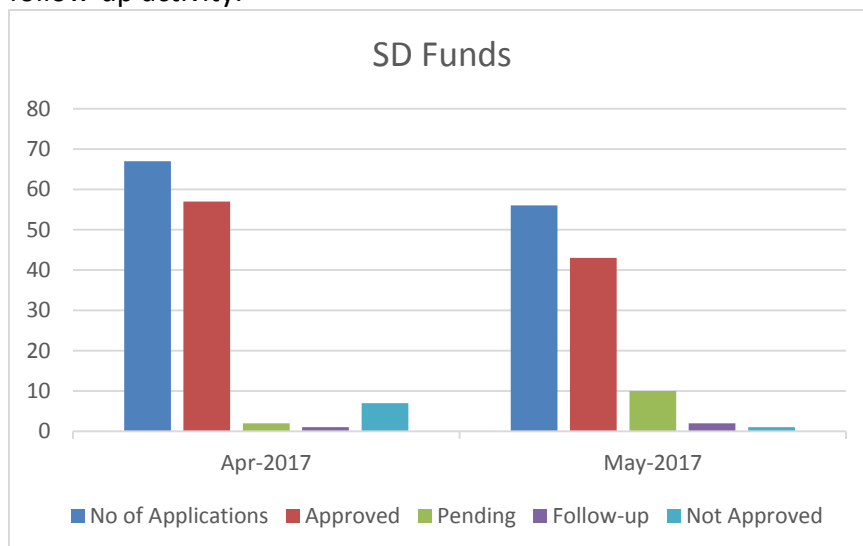
June 1, 2017

Greetings,

### Staff Development

I attended the SD Sub-Committee Meeting on May 26<sup>th</sup> and 29<sup>th</sup> to review the May batch of SD Applications and any outstanding applications from the previous month. We reviewed approximately 56 applications during this meeting. Out of those approximately 24% required additional follow due to incomplete applications, supporting documents, or to clarify the application further. One (1) application was not approved as it was the previous fiscal year.

This is a chart based on application review at the meeting. It does not reflect the changes after follow-up activity.



### Educational Workshops

#### Retirement Planning Fall Workshop

We have finalized dates for the **Retirement Planning Workshop** for CUPE 2081 members. They will be for Nov 17 and 18. The employer has agreed to these dates and the \$15 per person per day budget for food.

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## Education Initiatives

### CUPE 2081 SharePoint Site

The Share Point site has been created. I have created an Education sub-site that I will use to house various applications and materials.

### Workshop Registration Tracking Database

I have created a small registration tracking database in Access that I will be using to register members in education workshops.

### CUPE BYTES

Over the next year I will be working on creating short (a few minutes each) learning objects (in Power Point) as a supplement to our other Education workshops, courses, etc. I am working on finalizing a prototype/pilot learning object on Vacation Entitlements.

### Educational Needs Assessment

I will be trying to pull a meeting together within the next month or two to begin working on this. This will help us target our resources. A development team has been identified to begin work on this. The team includes Shelley Butler, Naji Yazdi, Michael Glover, and Dawn Svendsen. Erynne Grant will be available for consultation.

## CUPE 2081 Education Collaboration Team

I would like to take a team approach to developing, promoting and delivering educational initiatives. Two Executive Members have agreed to join this team. They are Naji Yazdi and Roseanne Harvey. I will be trying to pull a meeting together within the next month or two to begin working on this.

Thank You.

**Shelley Butler** | Education Coordinator

CUPE Local 2081

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