

COE Staff Council

Meeting Minutes

January 28, 2016

I. Call to order

Shea Allman called the meeting to order at 2:05 PM

II. Roll call

The following persons were present:

1. Shea Allman
2. David R. Brown
3. Heather Henley
4. Katie Lowry
5. Hillary Meister
6. Ada Perry
7. Tyanne Pethel
8. Michael Carter
9. Uzma Bhatti
10. Josè Ferell

III. Approval of minutes from last meeting

12/4/15 Minutes accepted and approved.

IV. Open issues

Staff Council Report Items

- Fall Semester Holiday Party
- Spring 2016 initiatives
- Staff Trainings
- Staff Spotlight & how to access it

2016 Staff Development Day

- Carson to forward information for SDD announcement
- 'High Ropes' sign-up sheet will need to be submitted
- CEHD Staff Teambuilding Field Day voted proposed name of 2016 Staff Dev. Day
- If rain occurs: activities will be moved inside the Indian Creek Lodge and session will be reduced to half day.
- Proposed Lunch options:
 - o Jimmy John's

- Honey Baked Ham
- Pizza Hut, Papa Johns, etc.
- Bring your own lunch
- Katie will research pre-order options and set-up a PayPal Account
- Announcement flyer and initial sign-up sheet to be released week of February 1, 2016
- RSVP deadline: end of February, specific date to be determined (TBD)

Staff Spotlight

- Immediate Priority: Highlight 2015 Holiday Party Winners
 - Esha McTizic (Dessert Competition winner)
 - Dwayne Turner
 - Kashira Baker
- Subsequent months: Highlight previous winners
 - Uzma and Hillary will oversee this task
 - Claire Miller to take current photo Spotlight candidate(s)
 - Angela Turk and Claire Miller to review final Spotlight content before publishing.

February 11, 2016 Staff Council Meeting with the Dean

- Issue presented among the Staff Council to be discussed with the dean:
 - Proposed reorganization of OSRP department (CEHD, 3rd floor)
 - Safety & Security through CEHD
 - MARTA drivers and other public individuals access CEHD building
 - Cleanliness of CEHD restrooms and over use by public individuals
 - Condition of sidewalks that directly connect to CEHD
 - Structure of Graduate office and process
- Spring 2016
- Staff Trainings

V. Adjournment

Meeting adjourned at 3:00 PM.

Minutes submitted by: David R. Brown