ATTENDING:
Candiss Addison, Michael Carter, Ruth Ebenezer-Cook, Katie Lowry, Hillary Meister, Heather Henley, Mi’Yata Johnson, Shaila Philpot, Ada Perry, Letitia Williams

EXCUSED: Gabriela McNicoll, Dana Salter

AGENDA ITEM 1 – TOPIC: Welcome
   Council welcomed Mi’Yata

ACTION ITEM 1
   Welcome
   NA

AGENDA ITEM 2 – TOPIC: Review and Approve Last Meeting’s Minutes
   8/10/17 and 9/13/17 Council Meetings; 9/15/17 CEHD Fall Meeting

ACTION ITEM 2
   Review and Approve Last Meeting’s Minutes
   Approval motioned, and 2nd for approval by the council.

AGENDA ITEM 3 – TOPIC: TED Talks – Hillary Meister & Katie Lowry
   Katie - TED Talks have been very successful.
   Hillary was the moderator on 10/16/17 “To This Day... for the bullied and beautiful” by Shane Koyczan.
   Hillary praised the work of Shane Koyczan and stated that he’s also known for his poem collection.
   Michael is scheduled to moderate the next TED Talks session.

ACTION ITEM 3
   TED Talks – Hillary Meister & Katie Lowry
   Ruth requested poems of Shane Koyczan be shared in the newsletter.

AGENDA ITEM 4 – TOPIC: Technical Training Update – Michael Carter & Gaby McNicoll
   Michael shared that the Staff Training Resources session was a success.
   Lynda.com and a host of other sources available to staff were shared based on survey feedback.
   Michael would like to conduct another survey to gauge staff preferences for future trainings.
   Preferences such as Access, Qualtrics and Argos, etc.
   Katie stated that a survey was completed at the CEHD Fall Meeting on 9/15/17.
   Staff responses showed an interest as noted.
Katie would like the trainings to continue to keep staff momentum going. Katie suggested that perhaps Gaby or Hillary can conduct a training.

**ACTION ITEM 4**

Technical Training Update – Michael Carter & Gaby McNicoll
Kate requested Michael initiate another session next month.
Advertise trainings monthly via the newsletter.

**AGENDA ITEM 5 – TOPIC: 2018 CEHD Staff Development Day – Katie Lowry**
Indian Creek Lodge is the confirmed location.
Katie solicited help with the logistics; what activity to select for staff?
Candiss suggested a mock “Escape Room” team building activity in a previous meeting.
Katie - Activity must be free; all funds are designated for food.

**ACTION ITEM 5**

2018 CEHD Staff Development Day – Katie Lowry
Creative Media Institute will be contacted to see if the Escape Room idea is possible (Candiss).

**AGENDA ITEM 6 – TOPIC: CEHD Staff Council Newsletter – Dana Salter & Hillary Meister**
Katie shared that a faculty submitted a picture of her cat as a staff newsletter submission.
Ruth inquired as to whether there is a collection of staff photos housed somewhere.

**ACTION ITEM 6**

CEHD Staff Council Newsletter – Dana Salter & Hillary Meister
Council agreed to accommodate staff submissions only for the newsletter.
Katie will send another request out to staff for fun fact submissions.
Hillary volunteered to take photos for the newsletter if needed.

**AGENDA ITEM 7 – TOPIC: Implicit Bias Training Update – Ruth Ebenezer**
Katie stated that Ruth Ebenezer is on the committee and in charge of identifying scenarios.
Ruth shared with the committee that scenarios will be taken from the Staff Climate Survey.
Committee needs scenarios today; there will be 3-4 groups so 3-4 scenarios requested.
Ruth – 99 people are registered to-date.
AM session – 30 staff; 27 faculty and PM session – 24 staff; 18 faculty.
CEHD 155 faculty/171 staff count.
Katie shared thoughts on the removal of title recognition in all cases to facilitate a peer-to-peer equality.
**ACTION ITEM 7**
Implicit Bias Training Update – Ruth Ebenezer
Council members created 4 scenarios for Ruth to provide to Dr. Gwen Benson.

**AGENDA ITEM 8 – TOPIC: Staff Innovators Program Update – Dana Salter & Michael Carter**
NA

**ACTION ITEM 8**
Staff Innovators Program Update – Dana Salter & Michael Carter
NA

**AGENDA ITEM 9 – TOPIC: Customer Service Awards – Gaby McNicoll**
Katie asked what date nomination materials should go out; Shaila confirmed 10/24/17.
Hillary stated forms are ready for distribution.
Katie – Gaby spearheading this effort.

**ACTION ITEM 9**
Customer Service Awards – Gaby McNicoll
Hillary - Minor modifications needed to the forms.

**AGENDA ITEM 10 – TOPIC: CEHD Holiday Party Update – Hillary Meister, Ada Perry, Heather Henley**
Ada received 5 donations for baskets to-date.
Hillary inquired as to whether food should be ordered now.
Katie - Sodexo is no longer the contracted catering service; now Panther Dining.
Menu will be different; Shaila stated that Panther Dining was used last year.
Vegetarian menus needed.
Entertainment suggestions: Mushfiq Shuaib has a band; payment required.
Susan Ogletree’s quartet and Sandy Vaughn (sings) are also options.
Ruth reminded all about the online karaoke through [www.YouTube.com](http://www.YouTube.com).
Katie solicited assistance with entertainment; performance must be free of charge.
Shaila overseeing the food; Heather – dessert; Ada – gift baskets.
If 60’s theme is acceptable notification needs to go out so decorations and costumes can be purchased.
Additional ideas include: best costume contest; judges will be needed.
Hillary has the entry submission form available if needed.
Claire Miller designed the invitation last year.

**ACTION ITEM 10**
CEHD Holiday Party Update – Hillary Meister, Ada Perry, Heather Henley
Hillary requested a copy of last year’s menu to review.
Use the same speed type as last year per Katie.
Letitia Williams and Mi’Yata Johnson designated to assist with entertainment.
Katie requested Hillary reach out to Angela Turk to see if a 60’s theme is acceptable. Katie requested Heather send out notice about the dessert contest/bake off. Notify Angela Turk to place dessert contest in the college’s newsletter.

AGENDA ITEM 11 – TOPIC: Community Coffee Update – Katie Lowry
Disbursements, Accounting Services and Budget & Planning invited this year as per the survey. Last year invites went to the GSU Police and the Child Development Center.

ACTION ITEM 11
Community Coffee Update – Katie Lowry
Victoria Smalls assisting with logistics and department notifications.

AGENDA ITEM 12 – TOPIC: Coaching Skills for Managers Update – Katie Lowry
Coming up 10/27/17

ACTION ITEM 12
Coaching Skills for Managers Update – Katie Lowry
NA

AGENDA ITEM 13 – TOPIC: 50th Anniversary Updates
Katie - Angela Turk is soliciting ideas to push the Service Day 50 volunteer hours goal. Katie – The National Service Day is different from the Stanton Elementary Service Day in March. Ideas include a food bank, feed the homeless, Hands on Atlanta, blood drive. Hillary informed all that www.volunteermatch.org has a massive list of opportunities for volunteering. Ruth - 12/1/17 earliest the organization (?) can meet to discuss the CEHD blood drive logistics. Logistics include surveying the building, restroom accessibility, parking space, etc. Katie requested the assistance of another council member to co-chair the blood drive. Katie suggested another Service Day be held; the consensus was the fall/blood drive & 1 day spring 2018.

ACTION ITEM 13
50th Anniversary Updates
Michael recommended the 50 hours of service announcement & goal be displayed on the CEHD monitor. Blood Drive - Michael volunteered to co-chair; Ruth - chair.

AGENDA ITEM 14 – TOPIC: Other CEHD Staff Council Business
Upcoming CEHD mixer on 10/20/17; CPS sponsored last month. Katie solicited the assistance of another department’s sponsorship this month. Katie – CPS Foundation funds were used; not sure if continued funding is sustainable for this effort. Hillary reminded all that the homecoming parade is Friday, 10/20 at 11 am; CEHD has a cart. All are invited to meet CEHD staff (PR Department) at 9 am - Student Center (Gilmer) - help decorate cart.
ACTION ITEM 14

Other CEHD Staff Council Business
Ruth will ask her chair for a $100.00 sponsorship of the 10/20 mixer.

MEETING ADJOURNED 3:50 pm