

COE Staff Council

Meeting Minutes

October 26, 2015

I. Call to order

Shea Allman called the meeting to order at 3:01 PM

II. Roll call

The following persons were present:

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

III. Approval of minutes from last meeting

9/29/15 Minutes accepted and approved.

IV. Open issues

2016 Staff Development Day (SDD)

- Ellen Kinsey, presented opportunities available through GSU's Indian Creek Lodge.
- SDD is proposed for March 18, 2016 from 9:30 AM to 3:30 PM
- The Staff Council plans to furnish lunch for attendees via 'pot-luck'
- 2016 objective: increase attendance to at least 80.
- A survey is to be sent to determine who will need transportation. Carpools was noted as one strategic transportation arrangement.
- Department chairs to be contacted to gain support of all-day SDD.
- Next steps:
 - o Staff Council chair to discuss SDD with Dean Alberto
 - o Staff Council chair to present idea to dept. chairs
 - o Survey is presented to CEHD staff to gauge their interests
- The Staff Council voted unanimously in favor of event and proposed logistics

2015 Holiday Party

Entertainment (David R. Brown)

- As of 10/26/15, 6 acts are scheduled to participate
- This event will feature 8 acts total
- Music will be furnished between acts to prevent lulls

General updates

- Gift baskets will serve as centerpieces and will be given away via random drawing.

Dessert Competition

- There will be a total of 12 gift baskets
- 2 of 12 gift baskets will be allocated to the Dessert Competition for 1st and 2nd place rewards.
- All desserts must be homemade by individual submitting dish
- Submitters must provide ingredients to dish for safety purposes
- Shea and Heather to approach Business Managers and email staff, will provide flyer via email.

Marketing

- There are not many giveaways remaining with the PR Unit. Shea will follow-up with PR Unit one week from 10/26/15.
- All Council reps to grab a bag of candy from to provide to 44 children from Child Development Center. (*No candies with nuts*)

Staff Awards

- Only 2 Customer Focus nominations as of 10/26/15
- Perpetual plaque and individual plaque possible award upgrade. Matt Gillett to review pricing. The Staff Council voted unanimously in favor of award upgrades.
- All Council reps to grab a bag of candy from to provide to 44 children from Child Development Center. (*No candies with nuts*)

V. New business

- a) 2015 survey results reveal that CEHD is above average in satisfaction. Data will be present data at 2016 spring staff council meeting.
- b) Each Council member to answer 5 questions and one candid photo December Staff Spotlight.

VI. Adjournment

Future Staff Council Meetings have been scheduled for the following dates:

Date	Time	Location
November 19, 2015	2 PM	COE 1025 or TBD
December 4, 2015	2 PM	COE 1025 or TBD
January 28, 2016	2 PM	TBD
February 18, 2016	2 PM	CEHD 1025
March 17, 2016	2 PM	TBD
April 14, 2016	2 PM	TBD

**Spring 2016 Staff Meeting, February 19, 2016, 9 AM*

Shea Allman adjourned the meeting at 4:29 PM.

Minutes submitted by: David R. Brown