

## *COE Staff Council*

### *Meeting Minutes*

November 19, 2015

#### **I. Call to order**

Shea Allman called the meeting to order at 2:10 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

#### **III. Approval of minutes from last meeting**

10/26/15 Minutes accepted and approved.

#### **IV. Staff Council Group Photo**

#### **V. Open issues**

##### **2016 Staff Development Day (SDD)**

- March 18, 2016 confirmed as official date for 2016 Staff Development Day
- CEHD Department Chair unanimously approves and supports event
- Indian Creek Lodge: Designated Location
- Katie and Shea to follow-up with Carson, Indian Creek Planner after Winter Holiday Party.

##### **2015 Holiday Party Status Report**

##### ***Entertainment (David R. Brown)***

- 8 acts have been designated and confirmed.
- Each act with exception of quartet has 6 minutes maximum for performance.
- Run of Show to be drafted by David and finalized at next Staff Council Meeting

##### ***General updates***

- Sign-in table voted out
- Sticky nametags to be issued upon guest arrival. Katie to furnish nametags and sharpie markers.

- Ada Perry to arrange for GSU movers to move all equipment and resources for Holiday Party.
- Items will be scheduled for pick-up at 1 PM.

***Dessert Competition***

- Small serving plates to be donated by various Council members
- As of 11/19/15, 5 dessert entries
- Staff Council rejected proposed “nativity themed” cookies.
- Submitters responsible for the transport of their dishes.

**VI. Adjournment**

Meeting adjourned at 3:18 PM.

Minutes submitted by: David R. Brown