

COE Staff Council

Meeting Minutes

December 4, 2015

I. Call to order

Shea Allman called the meeting to order at 2:06 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. Harley Granville
11. Josè Ferell

III. Approval of minutes from last meeting

11/29/15 Minutes accepted and approved.

IV. Open issues

2015 Holiday Party

- Staff Council put together kiddie bags
- Agenda items for 2015 Holiday party reviewed and approved
- Dessert winners' picture to go on website
- Staff Award trophies expected to arrive no later than 12.8.15
- Hillary to add additional photos to PPT, otherwise approved.
- David to check-out a laptop from CEHD ITC

January 2016 Staff Council Meeting

- Staff Development Day plans to be reviewed by Dr. Alberto

Community Coffee

- First coffee to feature: ORSP (university level), CEHD 3rd floor, various department representatives.
- Beyond this initial coffee, Staff Council will host Community Coffee events.
- Staff Council is currently awaiting word on how to proceed and all actions are dependent on the budget to be allocated for Community Coffee initiative.

Staff Trainings

- Josè and Uzma initiate staff trainings in spring 2016. January is currently the target date for first training.

V. Adjournment

Meeting adjourned at 3:05 PM.

Minutes submitted by: David R. Brown