

## *COE Staff Council*

### *Meeting Minutes*

February 11, 2016

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

Shea Allman called the meeting to order at 2:04 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
11. Dr. Paul Alberto, Dean (Special Guest)

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

1/28/16 Minutes accepted and approved.

#### **IV. Updates**

##### **Dean's Council**

- CEHD held its 1 safety Audit with GSU Police Chief, Connie Sampson.
  - o Security desk modifications requested
  - o Acquisition of turn styles on 1<sup>st</sup> floor proposed
- MARTA personnel reprimanded about CEHD restroom use.
- Final 3 candidates for Director of OSRP decision and start date to be determined by 3/1/16.
- New standards for research ethics

##### **Q & A: Dean Alberto**

- Can ID's presentation of ID's be requested for entry into CEHD building?
- What should be done if MARTA personnel, etc. are observed napping in building?

- Panhandling/Homeless persons on Wall St.
- Lighting: Collins St. & Decatur St.
- Safety Escorts/Long waits & unpleasant service
- Greater communication with OSRP & Departments
- Waiving fees for Professional Development for GSU presenters
- 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)

#### **General Updates**

- BANNER will be down for upgrades on March 7, 2016
- BANNER will be back up on March 17, 2016
- BRIGHTSPACE to be named iCollege
- The Dean will attend every other CEHD Staff Council Meeting
- The Dean requests that 'Hot Button' issues constantly be presented to him.
- The Dean will not be attending 2016 Staff Development Day

#### **Hot Button Issues**

- Improving the Continuing Education Classes process
- Request for Hot Water throughout CEHD
- Per Dean Alberto: All CEHD may become equipped with keypad locks

#### **Staff Development Day 2016**

- Dining options are continuing to be explored.
- Office coverage schedules to be reviewed
- Present local eatery options to staff that RSVP
- Survey to be resent on 2.15.16
- Employees not attending Staff Development Day should report to their respective offices for business as usual.

#### **V. Adjournment**

Meeting adjourned at 3:00 PM.

Minutes submitted by: David R. Brown