

COE Staff Council

Meeting Minutes

March 17, 2016

I. Call to order

Shea Allman called the meeting to order at 2:00 PM

II. Roll call

The following persons were present:

1. Shea Allman
2. Heather Henley
3. Katie Lowry
4. Hillary Meister
5. Ada Perry
6. Tyanne Pethel
7. Michael Carter
8. Uzma Bhatti
9. Josè Ferell
10. Ruth Ebenezer-Cook (Special Guest)

III. Approval of minutes from last meeting

2/11/16 Minutes accepted and approved.

IV. GRE Conversation with Ruth Ebenezer-Cook

- Ruth asked if the College Staff Council would research workshops or seminars geared toward staff that addresses GRE preparation and attending graduate school.
- Black Student Achievement offers free GRE preparation workshops for students, <http://blackstudentachievement.gsu.edu/gre-prep/>. The College Staff Council should reach out to Black Student Achievement and see if they can offer something similar to CEHD staff.
- The J. Mack Robinson College of Business also offers the Test Prep Academy, which includes preparation for the GRE, <http://exced.robinson.gsu.edu/test-prep/graduate-record-exam-gre-preparation/>. The price of the test preparation is \$695.00.
- Heather is going to research if Human Resources have workshops on pursuing graduate school after working for a period of time. The workshops would be geared toward how to be successful in graduate school, how to balance work, home, and school, etc.

V. CEHD Staff Team Building Field Day

- Katie asked for the members who attend to come early if possible to set up.
- Panera Bread will deliver lunch at 11:30 a.m.

- The group discussed the possibility of using Wordle (<http://www.wordle.net/>) to create takeaways from the day using one word from each participant. Through Wordle a word cloud can be generated.
- A survey will be sent to the participants next week.

VI. Review of CEHD Bylaws for adding new members to the College Staff Council

- After the March elections for University Staff Council, the College Staff Council has 10 members:
 - Four members are jointly appointed to the University Staff Council and the College Staff Council.
 - Kashira Baker
 - Uzma Bhatti
 - David Brown
 - Michael Carter
 - Six members are appointed to the College Staff Council.
 - Jose Ferrell
 - Heather Henley
 - Katie Lowry
 - Hillary Meister
 - Ada Perry
 - Tyanne Pethel
- According to the bylaws, the council shall consist of 11 members.
- At the first meeting of the full college staff, the staff should nominate and elect a new representative via secret ballot.
- The College Staff Council should consider revising the bylaws to allow for online nominations and voting.

VII. Other

- The group discussed the possibility of holding seminars for staff during the 12:00 p.m.-1:00 p.m. time period. Topics may be led by alumni, faculty, and staff.
- At one of the past meetings, department open houses were discussed but nothing scheduled. Katie said she would lead the discussion of the first department open house.
- The group also discussed the Community Coffee and if the council is still responsible for it since Victoria Smalls organized the first one this spring. Shea Allman stated at this time the College Staff Council will organize a future Community Coffee in fall semester.

VIII. Adjournment

Meeting adjourned at 3:00 p.m.

Minutes submitted by: Shea Allman