

<b>CEHD STAFF COUNCIL MINUTES</b>		<b>Date: 4/24/17</b>	<b>Time: 3:30pm</b>
Recorded by: Kashira Baker & Staff Council			
<b>Attending:</b>	Baker, Kashira, Carter, Michael, Ebenezer, Ruth, Henley, Heather, McNicoll, Gaby, Meister, Hillary, Philpot, Shaila, Salter, Dana, Addison, Candice		
<b>Excused:</b>	Lowry, Katie - Perry, Ada		

<b>Agenda item:</b>	<b>Approval of Previous Meeting minutes</b>
Discussion Summary	Approval motioned, and 2 <sup>nd</sup> for approval by the council

<b>Agenda item 1:</b>	<b>Topic: Dean Alberto Announcements</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Holiday Party should be selected for the week of Dec. 4<sup>th</sup></li> <li>• Next Year – August 2017 starts CEHD 50 Anniversary</li> <li>• CEHD will hold a Service Day with students, faculty staff at an elementary – Staff council should take the lead</li> </ul>
Action Items:	<ul style="list-style-type: none"> <li>• Select a Holiday Party Chair and date.</li> <li>• Holiday Party will have 50th Anniversary theme and work with CEHD PR for decorations.</li> <li>• Select a Chair for the CEHD service day.</li> </ul>

<b>Agenda item 2:</b>	<b>Topic: Dean Alberto's plan for Climate survey</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Matt will set-up a Leadership training for supervisors</li> <li>• Staff Council will set-up 2 trainings centered around top concerns listed on climate survey.</li> <li>• <i>Dean Alberto suggestions:</i> <ol style="list-style-type: none"> <li>1. Invite all Directors listed on the Exec summary to a CEHD meeting to discuss the services they provide.</li> <li>2. Figure out how we want to format the trainings – ie. One topic repeated? One topic with an initial introduction &amp; then a follow up training? One training with staff &amp; one with faculty &amp; Staff. Then a follow up with staff at Staff development day?</li> <li>3. Do not be superficial with the training. Figure out the services that can be provided for the needs of the college.</li> <li>4. After trainings, have follow up sessions.</li> <li>5. Select 2 workshops for 1 topic - half the staff one day and the other half another day so the College is still running.</li> <li>6. Select an appropriate day and time for the staff.</li> </ol> </li> <li>• What trainings can be set-up for staff by council? <i>Last year Outlook was provided.</i></li> <li>• What Resources can the council provide to the staff? <i>On-Boarding</i></li> <li>• Should we send a Climate Survey update? <i>Yes</i></li> <li>• Should we create a CEHD Staff Newsletter? <i>Yes, further discussion needed</i></li> <li>• What type of Innovation training can we offer?</li> <li>• Do Staff know about Basecamp? <i>No, we should create a resource directory</i></li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Invite all Directors listed on the Exec summary to a CEHD meeting to discuss the services they provide.</li> <li>2. Dean will provide Snacks – email Victoria with a date</li> </ol>

	<ol style="list-style-type: none"><li>3. Send climate update email to CEHD Staff</li><li>4. Michael &amp; Gabby will set up Tech Trainings</li><li>5. Dana will contact Innovation officer</li></ol>
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<b>Agenda item 3:</b>	<b>Topic: Selection of Vice Chair/Secretary</b>
Discussion Summary	<ul style="list-style-type: none"><li>• No one volunteered. An anonymous vote was held &amp; Candiss Addison was selected as the 2017-2018 Vice Chair.</li></ul>
Action Items:	<ul style="list-style-type: none"><li>• Candiss will keep minutes moving forward</li></ul>

	<b>The meeting was adjourned at: 4:40pm</b>
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