## Agenda item: Approval of Previous Meeting minutes

**Discussion Summary**  
Approval motioned, and 2nd for approval by the council

### Agenda item 1: Topic: Dean Alberto Announcements

**Discussion Summary**
- Holiday Party should be selected for the week of Dec. 4th
- Next Year – August 2017 starts CEHD 50th Anniversary
- CEHD will hold a Service Day with students, faculty staff at an elementary – Staff council should take the lead

**Action Items:**
- Select a Holiday Party Chair and date.
- Holiday Party will have 50th Anniversary theme and work with CEHD PR for decorations.
- Select a Chair for the CEHD service day.

### Agenda item 2: Topic: Dean Alberto’s plan for Climate survey

**Discussion Summary**
- Matt will set-up a Leadership training for supervisors
- Staff Council will set-up 2 trainings centered around top concerns listed on climate survey.
- **Dean Alberto suggestions:**
  1. Invite all Directors listed on the Exec summary to a CEHD meeting to discuss the services they provide.
  2. Figure out how we want to format the trainings – ie. One topic repeated? One topic with an initial introduction & then a follow up training? One training with staff & one with faculty & Staff. Then a follow up with staff at Staff development day?
  3. Do not be superficial with the training. Figure out the services that can be provided for the needs of the college.
  4. After trainings, have follow up sessions.
  5. Select 2 workshops for 1 topic - half the staff one day and the other half another day so the College is still running.
  6. Select an appropriate day and time for the staff.
- What trainings can be set-up for staff by council? *Last year Outlook was provided.*
- What Resources can the council provide to the staff? *On-Boarding*
- Should we send a Climate Survey update? Yes
- Should we create a CEHD Staff Newsletter? *Yes, further discussion needed*
- What type of Innovation training can we offer?
- Do Staff know about Basecamp? *No, we should create a resource directory*

**Action Items:**
1. Invite all Directors listed on the Exec summary to a CEHD meeting to discuss the services they provide.
2. Dean will provide Snacks – email Victoria with a date
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<thead>
<tr>
<th>Agenda item 3:</th>
<th>Topic: Selection of Vice Chair/Secretary</th>
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<tbody>
<tr>
<td>Discussion Summary</td>
<td>• No one volunteered. An anonymous vote was held &amp; Candiss Addison was selected as the 2017-2018 Vice Chair.</td>
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<td>Action Items:</td>
<td>• Candiss will keep minutes moving forward</td>
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The meeting was adjourned at: 4:40pm