

# **COE Staff Council**

## **Meeting Minutes**

September 29, 2015

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

Shea Allman called the meeting to order at 10:00 AM

### **II. Roll call**

The following persons were present:

1. Shea Allman
2. Uzma Bhatti
3. David R. Brown
4. Michael Carter
5. Josè Ferrell
6. Harley Granville
7. Heather Henley
8. Katie Lowry
9. Hillary Meister
10. Ada Perry
11. Tyanne Pethel

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

N/A: First Meeting

### **IV. Open issues**

### **V. New business**

- a) Shea Allman was elected chair to the COE Staff Council
- b) David Brown was elected co-chair and secretary
- c) Terms of service were agreed to as follows:  
Shea Allman-term expires March 2016  
Uzma Bhatti-term expires March 2017  
David R. Brown- term expires March 2017  
Michael Carter-2 years  
Josè Ferrell-2 years  
Harley Granville-term expires March 2016  
Heather Henley-3 years  
Katie Lowry-3 years  
Hillary Meister- 2 years  
Ada Perry-3 years  
Tyanne Pethel-3 years

- d) A request for a review of the September 18<sup>th</sup> Staff Meeting offered. Reviews were requested to be submitted via email.
- e) Basecamp will be the primary planning resource for Staff Council initiatives
- f) Staff Council email account to be overseen by co-chair/secretary
- g) **Holiday Party (12.8.15)**
  - Tyanne Pethel agreed to create survey to gauge faculty/staff pulse on party
  - Discussions forthcoming regarding expansion and upgrade of Staff Awards
  - A PowerPoint will be created to highlight awardee(s) selected
  - Information highlighting award recipients to be featured on website
  - Budget for party to be determined
  - Holiday Party Ad-hoc committee created and consists of:
    - Tyanne Pethel (Chair)
    - Michael Carter
    - Ada Perry
    - Uzma Bhatti
    - Heather Henley
    - David R. Brown (Consultant)
- (h) **Staff Awards**
  - Ad-hoc committee to consist of:
    - Shea Allman (Chair)
    - Hillary Meister (Co-chair)
  - Hillary Meister will build a nomination form
  - Final selection will be determined by CEHD Staff.
  - Involve Dept. Chairs more
    - 2 council reps will make personal visit to provide human presence
  - Nominations will be public. Actual voting will be anonymous.

- A concrete deadline needs to be implemented
- Shea will follow-up with Dr. Alberto to see if the criteria can be changed.
- If the criteria can be changed, the Staff Council will review the revisions and approve before sending out an announcement to the CEHD faculty and staff.

(i) **Community Coffee Committee**

- Katie Lowry (Chair)
- Recommended targets: PR & Marketing Communications, IRB, Central HR, Purchasing, Disbursements
- The Staff Council will invite its target audiences to room 1030 (The Forum for coffee, muffins and fruit.
- Spring 2016 invitee(s): Student Services
- Target date: November 2015
- Starting in spring, each department may hold an open house and provide tours of their floors.

(j) **Staff Development Day**

- Staff Development day will be during spring break (March 14-20, 2016).
- Katie Lowry will reach out to the staff at Indian Creek Lodge to see if we can hold the 2016 Staff Development Day at the lodge.

**VI. Adjournment**

Next series of meetings to be announced via *Doodle* requests.

Shea Allman adjourned the meeting at 11:45 AM.

Minutes submitted by: David R. Brown