

CEHD Staff Council

Meeting Minutes

July 21, 2016

Call to Order:

David Brown called the meeting to order at 2:08 PM and welcomed the group.

Attendees:

1. Ada Perry
 2. David Brown
 3. Katie Lowry
 4. Michael Carter
 5. Uzma Bhatti
- (Absent due to scheduling conflict - Heather Henley, Hillary Meister)

David Brown asked if we could approve the minutes from June 23, 2016. Michael Carter Moved to approve the minutes, Kashira Baker seconded, minutes pass.

David Brown's Meeting with Dean Alberto: David Brown presented the proposed CEHD Staff Mentoring program entitled "Mentoring Morale and Mindfulness" to the Dean. The Dean was very supportive of the program. The Community of Practice model is being used at other organizations and universities including UC Berkeley. The following is from UC Berkeley's website:

Members of a Community of Practice bring together staff with similar professional interests, and serve as a community to share knowledge and offer professional development. They develop a shared collective of resources and tools to enhance particular skills. Leadership from the Communities of Practice are looked upon as experts in their area and provide advice and mentorship to their members. Joining relevant communities of practice allows staff to continue to develop and broaden their skills, as well as meet people who have similar professional interests. All communities of practice are open and inclusive of all UC Berkeley staff.

The Dean asks that we form a 5-7 committee to implement the program. Therefore, Uzma Bhatti will be Chair, Ada Perry Co-Chair. Other committee members include: Michael Carter, Hiliary Meister, Kashira Baker, Katie Lowry and David Brown* (* David will serve as needed).

The Dean suggested we reach out to Dr. Ken Rice for activities related to stress. Discussed bringing someone from Organization Development to conduct Guided Meditation. Also discussed a peer mentoring program. Discussed trying the program for a year and sending out an evaluation at the end to ascertain if the program is being well received by CEHD staff or not.

We will need to create a mission and visions statement before the September 8th meeting. Discussed needing to make sure we offer sessions both in the AM and in the PM so that all CEHD staff may attend an MMM session.

Fall Staff Meeting and Proposed Agenda. 1. Safety Update – Immanuel 2. HR Updates from Heather Wesley, Glenda Haliburton, and Robert Elmore. 3. Need to elect 3 new staff council members. Need members to pass out index cards and retrieve them. Ada will write the nominees on the board. Discussion about the BOR potentially charging a penalty of \$100.00 if your spouse is on another insurance. Brian Kelly in Athletics wants a few minutes to pitch the college game days. Put him in at the beginning. The Dean wants to talk and open the floor for questions. Sexual Harassment training and Active Shooter Training offer at least once a year. Discussed maybe adding the Active Shooter video to the CEHD Staff website.

Holiday Party – Thursday December 8, 2016 3:00 PM – 5:00 PM. Look at renting the Rialto for socializing, less tables, no program. Definitely want to keep the gift baskets. The Rialto is free. Our budget is \$2,000.00. David will cancel the student center after he confirms we can rent the Rialto. Discussed the entertainment being background music instead of introducing each group. Still want to highlight 2 staff members who are recognized for outstanding service/creativity. Discussed the dessert competition and marble judging instead of having a panel of judges. Kashira Baker volunteered to be the committee chair, all other CEHD staff council members who were present agreed they would serve on the committee as well.

Community Coffee with the Dean

The poll went out to all staff members today 7/21/16 and is due back by next Friday. The Dean wants to offer the next one in January 2017 (except 18th or 26th) Committee decided that the next community coffee will be held on Tuesday, January 24, 2017. Talk to Victoria Smalls about coordinating food.

Staff Development Day 2017

Target date for the next staff development day. We will wait until the poll is complete to see what kind of training our constituents prefer. Target Spring Break 2017 March 13 - 19. The CEHD Staff Council decided the next Staff Development Day will be held on Friday, March 17, 2017.

Grants and Sponsored Projects training. David is meeting with Dr. Thompson and Melissa Hodge Penn next Thursday to discuss working on grants and sponsored projects training for CEHD staff.

Staff Feedback Form: Discussed creating a physical box for staff feedback and suggestions since the on-line form isn't being utilized.

Discussed the new computer monitor that is supposed to be installed in the CEHD elevator lobby and adding the CEHD Staff Council information to that board.

Next Meeting: Thursday August 11, 2017 2:00 PM

CEHD Fall Staff Meeting - September 9, 2016 9:00 AM Room 150

Meeting Adjourned 3:16 PM