

CEHD Staff Council Minutes

5/25/2017 - 2:00 p.m.

ATTENDING:

Candiss Addison, Kashira Baker, Michael Carter, Ruth Ebenezer-Cook, Katie Lowry, Hillary Meister, Ada Perry, Dana Salter

EXCUSED:

Heather Henley, Gabriela McNicoll, Ada Perry, Shaila Philpot

GUESTS:

Randy Trammel – Senior Creative Coordinator, Public Relations Office – College of Arts & Sciences

Phil Ventimiglia – Chief Innovation Officer – Instructional Innovation & Technology

AGENDA ITEM: Approval of previous meeting minutes

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

AGENDA ITEM 1 – TOPIC: Phil Ventimiglia – Chief Innovation Officer

Staff Innovation Online Program with 3 modules being rolled out in the coming months.

Module 1: Elizabeth Strickler of CMI addresses ideas.

Module 2: Addresses bridging the gap from ideas to concepts.

Module 3: Nate Bennett, Assoc. Dean/RCB-Program Innovation addresses how to execute and sell an idea. Certificate Program possible.

Program will cover how to think innovatively and how to develop innovation.

Program is self-paced, but there is the option of participating as a team.

Program customization available; a cohort with an award/competition affiliation possible.

Recommends college level support of program; otherwise staff participation difficult.

Performance Management Software Tool from Oracle being rolled out with Taleo.

Performance Management and Succession Planning focus of the rollout.

Phil's department is part of the pilot program working with HR.

The software focuses on performance planning; digital platform facilitates more content.

Digital content easily transferrable between colleges and departments.

Software (Taleo) initially purchased for the onboarding component of staff not faculty.

HR anticipating launch some time at the end of the year.

Mentoring and Career Mapping

Matchmaking is the hardest part; ELAW Program has good template to facilitate matchmaking.

Talent and talent retention more prevalent.

ACTION ITEM 1

Staff Innovation Online Program

Phil will send program link with details to Katie.

If interested, set up meeting between CEHD & Instructional Innovation & Technology Office.

Address: The approach – Ideas, project areas, team formation, and time.

AGENDA ITEM 2 – TOPIC: Randy Trammel – Senior Creative Coordinator, Public Relations Office

Peer-to-Peer Program is a skill sharing workshop series which started 3 years ago in A&S.

Incorporates a mentor/morale committee.

The focus is on developing problem-solving skills and nurturing professionalism of staff.

Topics have a self-help feel to them being that the topics are by and for staff.

Topics have a broad appeal.

Staff makes presentations which can be a challenge, but rewarding at the same time.

Sign in rolls not required/sessions held quarterly.

Facebook tagging and postings are done.

Vetting practice used to assist the committee with presenter selections.

Committee works closely with the A&S Dean's Office due to Randy's unique position in that office.

Other Staff Outlets for Sharing and Collaborating

Ted Talks, book clubs, YouTube topics linked to brown bag roundtable discussions.

HR Organizational Development & Consulting Services – Speed of Trust Course.

[Gartner On Demand - eod.gartner.com](http://eod.gartner.com); members eligible for free books.

ACTION ITEM 2

Peer-to-Peer Program

Implementation consideration for CEHD staff.

Possible sit-in on an A&S session if invited.

Other Staff Outlets for Sharing and Collaborating

Identify Ted Talk Topics for 1st brown bag lunch collaboration efforts.

AGENDA ITEM 3 – TOPIC: Leadership Training

CEHD Training - Bridging the Divide Between Staff and Faculty

Consensus: Collaborations between staff and faculty important.

Dana working with **ELAW** on establishing a concept for the Half-Day Conference next year.

Will & Justin of CETL identifying ways of connecting faculty & staff on projects together.

Recommendation is to bring in external consultants to host training in lieu of GSU HR reps.

Suggested Training by Staff Council - Excel

Suggested that faculty/staff start off with a project together.

Project could be linked to the Excel training.

Pay required for Excel trainings if the services are provided by Ms. Dunbar/HR .

Training is free if services are provided by CETL.

If staff overwhelmingly selects HR's template who pays?

No MACS; PC preferred

Michael – CETL Excel I, II, II Structure; 1 hour, applicable/practical, overview questions for content review.

ACTION ITEM 3

CEHD Training – Bridging the Divide Between Staff and Faculty

Matt setting up leadership training for supervisors.

Staff Council to clarify what training should look like.

Katie meeting with Glenda for ideas.

Suggested Training by Staff Council - Excel

Michael – compare Excel training templates of Deborah Dunbar/HR versus CETL.

Michael – send snip-it of each template to staff in lieu of another survey for topic coverage ideas.

Identify instructor & schedule (Per Tim Merritt); host in CEHD on 1st or 2nd floor.

AGENDA ITEM 4 – TOPIC: Review/Approve Previous Minutes

Noted

AGENDA ITEM 5 – TOPIC: Staff Council By-Laws

No Changes

AGENDA ITEM 6 – TOPIC: General Staff Council Business

General

2 Co-chairs needed for holiday party; Hilary/(Kashira – no longer at GSU).

Katie – Followed up with Angela Turk regarding CEHD's 50th anniversary event.

50th Anniversary recommendations include a dept door contest; staff council judges

Katie – Asked Shaila to Chair CEHD's service day (*Stanton Elementary*); pending reply.

Dana – Newsletter creation recommended to keep staff updated on what the council is doing.

Recommended monthly staff/faculty gatherings at local downtown venues (i.e. Ellis Hotel).

Basecamp official tool for Staff Council information updates/task assignments; demo provided.

Plan Staff Council Initiatives Planning Retreat (SCIPR) for a 3-4 hour window.

Retreat to cover: What the council is doing? How we're going to do it?

Ruth – Considering resigning from GSU Staff Council & remaining on CEHD's council; *resigned*.

Ruth – To be determined in March whether service eligibility continues via the CEHD Council.

ACTION ITEM 6

Katie – Book Holiday Party at the Rialto the week of 12/04/17.

Dana/Hillary – Lead the implementation of a brief newsletter for staff distribution.

Katie – Doodle members to get SCIPR on the calendar.

MEETING ADJOURNED 3:33 PM