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| CEHD STAFF COUNCIL MINUTES INITIATIVE PLANNING RETREAT | DATE: 6/29/17 | TIME: 9:30 am – 1:00 pm Called to order at 9:40 am |
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ATTENDING:

Candiss Addison, Kashira Baker, Michael Carter, Ruth Ebenezer-Cook, Katie Lowry, Hillary Meister, Ada Perry, Dana Salter, Heather Henley, Shaila Philpot, Gabriela McNicoll

EXCUSED: NA

GUEST:

Justin Lonsbury – Staff Innovators Program – CETL

AGENDA ITEM: Approval of previous meeting minutes

Discussion Summary: 5/25 minutes motioned by the council with 3 noted changes; APPROVED.

AGENDA ITEM 1 – TOPIC: CEHD Holiday Party Update (Co-Chairs - Hillary Meister & Kashira Baker)

Location: Rialto; Dean prefers week of 12/4/17.

Two dates/times needed to present to Dean Alberto; 12/6/17 back up date.

Last year’s event held on a Thursday; year before it was held on a Friday; finals the week of 12/5/17.

Group consensus was for Thursday, 12/7/17; 3-5 hours allotted for event.

Gift Baskets -14 total typical; Table games considered w/ 6 game tables recommended:

Stack/Pong Cup Game w/red caps

Something under chairs

Minute-it-to-win-it

Raffles

Last year 13 baskets given away; 1 Dessert winner; TOTAL 14 giveaways.

Basket donations – 1-2 per department; Gift baskets used as center pieces for tables.

Ruth requested consideration in giving away another award.

Vote held amongst council on the creation of another award; majority voted “no”.

Council in favor of a photo wall; Council in favor of a 1-hour block of time designated for photos.

A designated time for photos was suggested by Gaby so Claire could enjoy the event.

Council agreed to use photos from last year’s event as slide show again this year.

PARKING – Rialto gives coupons to disabled guests.

CATERING – Shaila agreed to oversee-Katie confirmed same budget and caterer as last year.

Ruth provided the name of Tremeceia Jelks to assist with catering tasks.

150 headcount for food last year; Lots of food left.

Kashira suggested using raffle tickets to track # in attendance at this year’s event.

DESSERT CONTEST – Heather has been the overseer for this contest in the past; agreed to do so again.

For judge selections, it was suggested that last year’s judges be helpers this year & vice versa.

KARAOKE decided against last year since table raffles were taking place.

SINGERS – 2 last year; Hillary & Dana working on a potential band gig.

Possible Gigs: Quartet – Susan Ogletree and/or Joe Myers.

AWARD Stipulation – Include feature this year limiting 1 vote cast per person.

Nominees will know they’ve been nominated, but will not be told in advance if they’ve won.

Department designee needs to ensure the winner attends event.
Gaby volunteered to oversee the awards component.
How much time needed to process award disbursements? Kashira had a 4-day turnaround.
Winner receives funds in January via paycheck in most cases.
Voting links remain the same.
Council agreed to allow student assistants to attend the party; attendance allowed last year.
Council concerns regarding student attendees include food costs and potential basket winner(s).
Katie recommended not officially announcing or placing student invite in the invitation, but staff can mention it to their student assistants.

NOMINATIONS

Typical timeline: 10/24 – Announcement; 10/31 – Reminder; 11/11 – Close Nominations

VOTING

Typical timeline: 11/28 – Announcement; 12/1 – *Voting Deadline (Katie suggests moving date)*
Reason: Party the following week

ACTION ITEM 1

CEHD Holiday Party Update

KATIE confirming 12/7/17 with Dean Alberto.
KASHIRA volunteered to send email identifying which departments will donate gift basket(s).
ADA agreed to oversee the baskets this year.
To determine the # of games to host, council will confirm the # of baskets to be given out as a raffle.
Check with Claire to see if she is available to take photos this year.
KASHIRA will confirm if disabled guests can park “free” when reserving the Rialto.
Base headcount for food on 130 this year.
DANA volunteered to assist Heather with dessert contest.
HEATHER will reach out to last year’s judges and helpers to see if they agree with role swap.
Use SPOTIFY for background music; NO PANDORA.
Singers Invite – Ask Sandy & James w/A&S (Piano).
KATIE sending Gaby the awards information.
HILLARY sending Gaby voting links.

AGENDA ITEM 2 – TOPIC: Updates from meeting with Dean Alberto & Matt Gillett

2-3 meetings held with Doug Samuels and Matt Gillett.
Plan in place to identify and/or address leadership issues from Climate Survey.
1st Line Supervisors Certificate Program offered by HR.
Katie confirmed 50 CEHD supervisors of which 21/faculty; 29/staff.
Goal-To review leadership & coaching skills for managers; also
To give supervisors the skills, resources and tools needed to do their jobs well.
Estimated Cost Per Person – 350.00 to 475.00; Consultant – Dr. Merle Strangway.
Katie – The Dean is on board with leadership development training; potential budget for it.

ROLL OUT tentatively September 2017; the Dean, Glenda, Doug and Katie met to discuss.
Pre-and-Post evaluation inclusion; 360 evaluation; overseer – Doug Samuels.
Program Evaluations not tied around the standard GSU evaluation process.
Eight managers will be selected to participate initially.
The eight will consist of mainly business managers, Nancy Keita and Melissa Hodge-Penn.
Council concerns include, starting with staff and not faculty for training could be viewed as punitive.
Ruth suggested placing names of faculty/staff in a hat and then drawing names to identify 8 people.
Katie stated that staff supervises the most staff so using this data to select the 8 seems appropriate.
Michael recommended thinking through the most appropriate way of informing the 8 who are selected.
Dana – Is there a mentorship piece attached to the program? The PR component must be very strategic.
Council members questioned the effectiveness and ability of program to really address the issues at hand.
PILOT PROGRAM could be adopted throughout the University if this goes well for CEHD.

ACTION ITEM 2

Updates from meeting with Dean Alberto & Matt Gillett.

MATT AND KATIE must identify 8 people to go through the 1st Line Supervisors Certificate Program.
KATIE will ask if a mentorship piece is or can be tied to the program.

AGENDA ITEM 3 – TOPIC: Ted Talks – Hillary Meister

Council consensus – 1 per month; September – November to start; None in December.
Timeframe per Ted Talk estimated at 10-30 minutes for presentation; 30-minute discussion.
Council viewed Ted Talk handouts and selected 3 to view to get an idea of which topics are best.
Goal-To bring people together so staff/faculty/students can learn from each other.
Katie stated that Staff Council is endorsing & promoting social engagement outside of business.
Katie suggested rotating Ted Talk presentations; 3 needed for now (Sept-Nov).
Ruth suggested a vetting process for topic selections; all should be cognizant of CEHD representation.

ACTION ITEM 3

Ted Talks – Hillary Meister

Draft Ted Talk flier.
Reserve CEHD 1030 for Sept – Nov; room holds 70.
1st three presenters will meet to screen topics; selection of topics have been uploaded to Basecamp.
Add disclaimer on the flier regarding CEHD's stance regarding Ted Talk activity.

AGENDA ITEM 4 – TOPIC: Staff Innovators Program - Justin Lonsbury - CETL

Dana-Phil Ventimiglia connected her with Justin to assist with tailoring a program for CEHD.
Justin will be working with Linda Nelson, Assistant V.P. for HR and Opportunity Development Office.
The two of them met to discuss implementing a staff innovators program for GSU.
Goal-To encourage and support the strategic initiatives of GSU; layout linked to these initiatives.
August – Call for proposals coming from Phil Ventimiglia's Office in conjunction with HR.

Justin – A good model to follow would be the Student Innovation Fellowship Program. The program’s layout/structure will be coming from Phil Ventimiglia’s office and not HR. 3-5 Teams made up of 15-20 people using a cohort format; on-line modules interface. Managers nominate groups to ensure buy-in received from managers for staff participation; also, To ensure time commitment for the completion of projects.

Justin –Phil and Linda’s application process will include the following criteria:

Example of Project – Groups who track & follow through on large to mid-scale conferences.

Example guest speakers include IDEO.

Identifying people on the ground who are already doing tasks at-hand.

Identifying people with good attitudes.

Program timeframe – September – April; activity may include Indian Creek rope course on Day 1.

Last day to include a celebration with an invite to President Mark Becker.

Possible subject experts include P. Ventimiglia/E. Strickler; planning meetings held prior to the study.

A Model Kick Off Day would include:

Break through model academy

Design thinking

Ecosystem mapping – scale solution

Goal-To take an idea and bridge the idea gap.

IDEA GAP FOCUS = Shrink, Test, Gather Support & Scale Idea.

On-line resources to be utilized from Instructional Innovation and Technology’s website.

<http://sites.gsu.edu/sip/>

A few concerns raised by council members include, “who ends up owning the finished product” completed as a team project”? (raised by Ruth)

Justin- It’s considered intellectual property so GSU would own completed projects.

Rationale: GSU pays staff/faculty salary while they are assigned to work on these projects.

Dana suggested the council coming together as a cohort for a submission.

Katie inquired about how the program idea originated?

Justin – Doug Samuels came to Phil Ventimiglia and asked for a 3-hour innovation workshop.

Justin – There was a SIP Version I – 1st pilot program didn’t take off; this represents version II.

HR’s inclusion is giving version II more traction and credibility.

ACTION ITEM 4

Staff Innovators Program - Justin Lonsbury – CETL

None on behalf of council members.

AGENDA ITEM 5 – TOPIC: Excel Training Update – Michael Carter & Gaby McNicoll

Sent the council a synopsis of trainings for review.

Tim Merritt’s team is CETL (free); Deborah Dunbar is HR (Fee-Based).

Michael taking a CETL course in July; will attempt to coordinate an excel training in CEHD while present.

Excel II and III are in demand; usually same instructors for Excel I, II, III.

Katie – Labs on 1st floor tentative location for excel trainings.

ACTION ITEM 5

Excel Training Update – Michael Carter & Gaby McNicoll

MICHAEL will secure labs for excel trainings.

MICHAEL will send RSVP to CEHD staff to get training scheduled.

AGENDA ITEM 6 – TOPIC: Stanton Elementary Service Day

March 2017

Dr. Benson reaching out to principals at Stanton Elementary for some guidance.

Michael requested Katie check with the Dean to ensure staff is not reprimanded for their participation.

Michael – Service day linked to the 50th Anniversary Event; sick/vacation time should not be required.

ACTION ITEM 6

Stanton Elementary Service Day

Feedback pending from Dr. Benson and Dean Alberto.

AGENDA ITEM 7 – TOPIC: 50th Anniversary Ideas

Ruth suggested a door decorating contest

ACTION ITEM 7

50th Anniversary Ideas

KATIE? – Pitching idea to Angela Turk.

Decide on 50th Anniversary theme.

AGENDA ITEM 8 – TOPIC: CEHD Staff Council Newsletter

Hilary created a template; information discussed today will be used to populate the template.

Goal – To let staff know what Staff Council is doing.

Completed newsletter scheduled to be distributed once Dana returns from vacation on 7/24/17.

ACTION ITEM 8

CEHD Staff Council Newsletter

Hilary – She and Dana will meet to discuss next steps.

REQUESTED KASHIRA NOTATE THE FOLLOWING AGENDA ITEMS IN THE ABSENCE OF CANDISS ADDISON

AGENDA ITEM 9 – TOPIC: Staff Happy Hour

AGENDA ITEM 10 – TOPIC: 2018 CEHD Staff Development Day

AGENDA ITEM 11 – TOPIC: Peer to Peer Programs/Mentoring Mindfulness & Morael

OTHER CEHD STAFF COUNCIL BUSINESS

MEETING ADJOURNED (Unknown – Candiss Addison Exited at 12:15 pm due to a 12:30 meeting)

