

CEHD Staff Council

Meeting Minutes

May 19, 2016

Call to Order:

David Brown called the meeting to order at 2:00pm and welcomed the group including Dean Alberto.

Attendees:

1. David Brown
 2. Heather Henley
 3. Michael Carter
 4. Uzma Bhatti
 5. Hillary Meister
 6. Tyanne Pethel
- (Absent due to scheduling conflict, Kashira Baker and Katie Lowry)

Discussion with the Dean:

The group discussed items with the dean including:

Mentorship program. The dean is in favor of having one – but the CEHD does not already have one in place. The dean said that he and Matt Gillett have looked into ideas from other colleges and have not found anything useful, so it was suggested that staff council members investigate other options and bring those in to discuss at the next meeting. We may also need to build our own once we get ideas from other industries or other colleges. We need to think about who would be the mentors since there are not very many leadership positions in the CEHD (directors and department heads) so it may be better to have it based on work site location. The staff council members would need to present the idea to the staff members and departments to get their buy in before progressing further. There are options for mentorship programs where they are designed as one on one or one leader to groups, learning community models, community of practices etc. This type of mentoring could also be combined with professional development for the staff in some way by having training objectives, foundational principles like IT or administrative, or have common goals and common ground to begin from.

Safety: Immanuel was unable to discuss safety updates with the staff council due to an conflicting meeting, but will update the group once decisions have been made regarding additional security measures being put into place on the GSU campus. The priority currently by the president is the library and upgrading entrance points to a biometrics system. The CEHD is moving forward with cameras, but the turn stalls is another issue that is moving forward slowly and has been delayed due to the campus security measures. Our most pressing issue in the CEHD building currently is our basement. The front desk is much better now that it is being staffed by security personnel. Heather mentioned that the safety escort service is also better now.

Additional items discussed:

Fall meeting with all CEHD staff will be Friday Sept 9th at 9:30am. Heather and Glenda will be part of the presentation to review new guidelines for hourly staff and overtime requirements. They will request that Robert Elmore attend and review rules with CEHD staff.

We will also request Immanuel come and give a safety update.

We will schedule training classes in the summer term as well since some staff have more availability of time during the summer to attend classes. Michael will send out a poll to ask what types of training the employees would like. Uzma will also talk to Tim Merritt to see what other options are available and if other staff members in his office can conduct training since his schedule is very full.

Hillary created a Mail Chimp account we can use for staff information – something like a newsletter or upcoming events posts

David will work with Hillary to write his email of introduction to the staff and include a link to the new form created for CEHD staff feedback – both positive and negative reports are being requested from this link.

Previous meeting minutes were approved from 4/14/16 meeting

The date for the upcoming staff council meeting will be:

June 16, 2016, 2pm COE 1025

The meeting was adjourned at 3:06pm