CEHD Staff Council Minutes
Initiative Planning Retreat
6/29/2017
9:30 a.m. to 1:00 p.m.
Called to order at 9:40 a.m.

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 Dissert 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”.

EVENTS

- 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 Trenecia Jelas to assist with catering tasks.
- 150 headcount for food last year; Lots of food left.

CONTESTS AND TICKETS
- 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.

MISCELLANEOUS
- 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.
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.

**Instructional Innovation and Technology**

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

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

Hillary – 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)