

**CEHD Staff Council
Meeting Minutes
November 10, 2016**

Call to Order

David Brown called the meeting to order 2:12 PM.

Present:

Baker, Kashira
Brown, David
Carter, Michael
Chandler, Immanuel
Henley, Heather
Lowry, Katie
Philpot, Shaila
Ebenezer, Ruth
Meister, Heather

Absent due to Scheduling Conflict:

Bhatti, Uzma
Perry, Ada

Kashira motioned to approve the minutes from the 11/10/16 staff council meeting. Heather seconded.

CEHD Staff Climate Survey Questions Uzma and Michael are creating a Qualtrics survey. The Dean wants comment boxes.

Katie and David are meeting with the Chair's Council on Monday presenting the staff development day and the staff climate survey. Once the survey comes back we will write a summary. We will make a PDF version of this survey for the Staff Council Website. Staff Climate Survey. The survey results will be anonymous.

The Dean wants to create an exit survey. Heather will check with HR about the exit survey they use and whether or not the CEHD can use its own exit survey. The question was posed to Heather to see whether or not HR can come to talk about how staff can file a grievance.

Holiday Party Update and Planning

Rialto \$200.00
Pounce \$75.00
Balance of \$1,725.00

The catering is currently \$2,027.00

The following caterers were suggested:

Russell Parks Catering Piedmont and Monroe
Kenley's Catering 75 Piedmont Building
Constance Carrier – Catering

The following items were discussed in reference to the Holiday Party:

- Need (5) 60 inch round tables and (6) – 6 foot tables
- Pounce is confirmed.
- Harley will get back with us about the props.
- We will extend the party to 3 PM – 5 PM
- Claire created the invitation and it is on the computer in the lobby.
- Heather created the dessert competition flyer and website given to Hillary
- Give Heather suggestions for judges by next Wednesday if not Heather will choose judges.
- Discussion on whether the children from the Child Development Center will participate or not. Discussion followed. Katie moved to not bring the children to the party this year, Ruth seconded everyone approved.
- Ruth Ebenezer will be in charge of looking at different catering options.
- Heather is going to look for volunteers.
- David motions we arrive at 1:00 PM.
- There are a few parking passes for those with special needs. Katie will be the contact person for parking.
- Screen, projector, and laptop will be checked out by Kashira and Uzma.
- Hillary will create the Flicker slide show.
- OAA volunteered to make a basket.
- MC for the Holiday Party. Ken Rice, Shuiab, and Laura Meyers to MC this year's party. Any other suggestions? Council voted that Shuiab MC the party. Hillary will ask him.
- David is going to contact the talent and send out a general e-mail to the CEHD.
- Does anyone have a Karoke machine? David will look into getting a Karoke machine.
- Staff Innovation Award – Prompt Stephen to process the foundation paperwork.
- Raffle tickets.
- Table tents.
- Send Hillary music for a CD.
- Crim Center will donate a basket.

Meeting Adjourned 3:17 PM