

# CEHD Staff Council

## Meeting Minutes

June 23, 2016

### Call to Order:

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

### Attendees:

1. David Brown
2. Michael Carter
3. Hillary Meister
4. Tyanne Pethel
5. Ada Perry

(Absent due to scheduling conflict, Uzma Bhatti, Heather Henley, Kashira Baker and Katie Lowry)

### Special Announcements:

Tyanne Pethel has accepted a position with Kennesaw State University. Her last day at GSU will be June 30, 2016. The Staff Council will need to elect another vice chair of the committee. David will speak to Katie about the position since she was the runner up in the ballot.

We will need to fill 3 open staff council spots during our fall staff meeting.

Previous meeting minutes were approved from 5/19/16 meeting

### Safety Update:

Immanuel Chandler spoke to the group regarding safety updates and issues. The University and CEHD officials' focus is on making the CEHD a safer environment. The measures instituted include that the personnel at the desk in the lobby are more engaged with those coming and going from the CEHD building. Immanuel asked us to let him know if their efforts start to lessen over time as we want to keep their current level of interaction going. Immanuel announced that the university will cover the funding required for the turn stalls and that he is obtaining quotes from vendors at this point. We are replacing lighting in the building to make sure that there are no dark corners or spaces. By this fall, the lighting should all be upgraded to LED lights. The university is changing to LED bulbs campus wide.

The stairwells are currently getting the hand railing changed out to meet ADA requirements and the one stairwell should be completed in early July. Both stairwells will be changed to meet ADA requirements.

We are also adding cameras in the building on all floors. The university is in the fact gathering stage right now and choosing locations to add about 14 cameras per floor in an effort to have "eyes" everywhere so we can see what is going on in the building. There is no deadline at this point regarding how long this process will take. We will also have cameras on the exterior of the building. Monitors will be at the GSU police station and each department – possibly at their front desk location on each floor. Ada asked that an additional camera be placed at each of the Child Development Centers – this request was granted.

### Staff Mentorship Program:

Michael read information he researched about mentor programs and the main ideas in the article said that we should create a needs assessment including the purpose, subject areas to match mentors and mentee's, an orientation for both parties, explanation of goals, expectations for each person participating in the mentorship

program, have a goal that it leads somewhere, community of learners approach, get support from supervisors, have a roadmap of where we should start from and how to go forward.

David has spoken to other colleges and the CoAS has a similar committee that handles mentoring and morale. They use peer to peer mentoring as well as bringing in guest speakers from GSU departments who have similar processes or common goals and those individuals speak to the group about best practices. David is going to speak to them more to find out how they are working in that committee and get ideas of what has been successful in the CoAS.

Suggestions were that we could hold seminars at different times of the day in order to accommodate the most number of staff members. Also it was suggested we look into the Design to Move campaign that the HPE department has done in the past and we could use their programs to get staff of the CEHD in physical challenges at work.

We suggested our committee be called the Mentoring, Morale and Mindfulness committee. Ada, Michael, Hillary and David volunteered to serve on the committee.

Feedback Form responses:

There was one comment posted through our staff council feedback form. The group discussed the comment and decided how to respond. It was also suggested that the staff council send a reminder out again to the staff regarding using this form to make suggestions.

Training:

Michael will take on training again and will work with Uzma and Kashira to plan some more events.

The next staff council meeting will be July 21, 2016 in COE 1025

The fall Staff meeting is scheduled for Friday, September 9<sup>th</sup> at 9am.

The meeting was adjourned