

CEHD Staff Council

Meeting Minutes

April 14, 2016

Call to Order:

David Brown called the meeting to order at 2:00pm and welcomed the group. He thanked everyone for their service over the past year and specifically for the Staff Development Day. He expressed that he was looking forward to serving as newly appointed chair.

He said the first order of business was that we needed to elect a vice chair. After discussion and a secret ballot vote, Tyanne Pethel was chosen as the vice chair. We will need to elect two more members to the staff council at the Fall Staff Meeting in compliance with Section II of the CEHD Bylaws.

Attendees:

1. David Brown
2. Heather Henley
3. Jose Ferrell
4. Michael Carter
5. Kashira Baker
6. Uzma Bhatti
7. Hillary Meister
8. Tyanne Pethel
9. Katie Lowry

Approval of Minutes from prior meeting:

The minutes from the 3/17/16 staff council meeting were reviewed and approved.

Review Staff Council Assignments:

David reviewed the current assignments and asked for those who would like to change assignments or volunteer for new assignments. He will update the list and upload it to Basecamp.

2016 Outlook Training:

Uzma reported that the Outlook training was conducted by Tim Merritt and that her feedback from him was that it was well received.

Kashira attended the training session and shared additional recommendations for improvement before additional sessions are held. Kashira's recommendations were:

1. Outlook versions used by trainer(s) should match those used by staff.
2. Computer models should also match. i.e., PC should be used when the majority of personnel uses PCs.

Michael said that he was preparing a survey that he would send to participants in order to obtain additional feedback.

After additional group discussion, there were suggestions:

- Hold the session in a computer lab like Classroom South
- Shorten the 2 hour time frame to 1.5 hours
- Offer multiple training sessions on the same topic so more people can attend
- Offer virtual/webinar training for those who are not able to leave their work station

Mentor Training:

In a previous meeting with the dean and the staff council it was mentioned that the CEHD was going to implement a mentor program. We would like to further review the proposed faculty program to possibly implement a similar plan for staff. .

Katie read an email regarding a mentor program that GSU is conducting for women as mentors and said she would contact them to see if we could get additional information regarding how their program is structured.

Additional comments:

David said that he sees the role of the staff council as an instrument to bring about meaningful change and clear results in the CEHD regarding issues that affect the staff. He opened the discussion to the group for their ideas.

Items mentioned were:

- Create an anonymous way that the staff could share their concerns with the staff council so those concerns can be brought to the attention of the dean
- Think of creative ways to raise funds to get a new icemaker for the building
- Have t-shirts made for the CEHD that staff and faculty can purchase
- Build team relationships by having lunch events such as go to an area restaurant to eat together
- have Fitbit walk challenges during a preapproved part of the day
- Add a breakroom for the college staff and faculty
- Stress reduction exercises
- Plan something once a month for staff and faculty to get together either during lunch or after work
- Create a message board that can be used by the staff and faculty – Hillary saw one at another company and it was very beneficial – it should be monitored by someone on staff
- Request hand dryers in bathrooms rather than paper products, check with office of sustainability to see if they would offset the cost
- Electric water heaters in bathrooms for sinks
- Follow up on active shooter training - Self-defense training through the police department
- Active shooter training should happen annually on an ongoing basis in the CEHD

David will send an address out to the staff introducing himself as the new staff council chair and provide a form to share feedback the staff council will subsequently present to the dean.

David will invite the dean to attend our next meeting, May 3rd at 2pm

Upcoming Meetings:

The dates for the upcoming staff council meetings will be:

May 19, 2016, June 16, 2016, July 21, 2016

The meeting was adjourned at 3:08pm