

CEHD STAFF COUNCIL MINUTES	DATE 9/28/2021	TIME: 2 PM, TEAMS
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ATTENDING: Ruth Ebenezer-Cook, Kathleen Halley-Octa, David Lowery, Leigh Moody-Floyd, DaShaunda Patterson, Shaila Philpot, Richard Sinrich, Erin Whitney, Zena Young

AGENDA ITEM 1 – Topic: Welcome

- Erin welcomed new member Gennie Hendrick and the current Staff Council members and called the meeting to order.

AGENDA ITEM 2 – Topic: Review and Approve Last Meetings Minutes –8/24/2021

- Staff Council approved 8/24/2021 minutes.

AGENDA ITEM 3 – Topic: Staff Council Openings

- o Two new openings have come open. A request for nominations will be sent via email to CEHD staff.

AGENDA ITEM 4 – Topic: Equity Inclusion Committee – Dr. Patterson

- o Dr. Patterson gave an overview of the College’s Equity Inclusion Committee. Staff Council has been invited to send a staff representative to the committee. The Committee meets once per month, consists mainly of faculty members from the departments, and one representative from the Dean’s office. The Staff Council will work with Dr. Brian Williams to nominate a staff member to work with the college committee.

AGENDA ITEM 5 – Topic: Budget update

- o The cost of the Fall CEHD Staff meeting was \$300.00. \$5200 is now left in the budget for the year.

AGENDA ITEM 6 – Topic: Council member pictures on the website

- o Reminder to members to submit their names, contact information, department affiliation, and bio to Hillary by the end of the week.

AGENDA ITEM 7 – Topic: Create a list of strengths and abilities

- o Kathleen shared a sample survey from NCURA and volunteered to work with Hillary to create a survey. Members noted skills and abilities in the chat and Kathleen will retrieve that information, collate it, and work with Hillary to create a survey.

AGENDA ITEM 8 – Topic: Programming for the year

- o Members agreed to create a survey to solicit ideas and programming ideas. Three subcommittees were formed. Committee one – Diversity Equity and Inclusion, members include Leigh, Kathleen, and Ruth. Committee two – Training and Development - members include Shaila, David, and Ruth. Committee three – Events planning and logistics – members include Zina, Richard, and Nabria.
- o By the next meeting, the subcommittees will begin drafting committee roles and programming ideas and present them at the October meeting.

- Ruth collected existing DEI statements from CEHD departments. This will be used as a guide to draft the Staff Council's statement. The subcommittee will draft a statement and present it at the October meeting.
- Erin will work with HR/IT to get an updated list of staff in the college. And she will work with Sam to look at options for large group meeting formats.
- Ruth will create subcommittee folders in the CEHD Staff Council TEAMS folder and upload the DEI statements into the folder.
- Members discussed ideas for "CEHD staff night" at a local venue as our holiday gathering.
- Erin will begin looking at January dates to hold our Spring CEHD staff meeting.

MEETING ADJOURNED 3:41 pm

Next meeting: October 26th