

|                                   |                        |                         |
|-----------------------------------|------------------------|-------------------------|
| <b>CEHD STAFF COUNCIL MINUTES</b> | <b>DATE 11/30/2021</b> | <b>TIME: 2 PM TEAMS</b> |
|-----------------------------------|------------------------|-------------------------|

**ATTENDING:** Jerson Dubon-Martinez, Ruth Ebenezer-Cook, Kathleen Halley-Octa, David Lowery, Leigh Moody-Floyd, Shaila Philpot, Richard Simrich, Karen Van Der Byl, Erin Whitney

**AGENDA ITEM 1 – Topic: Welcome**

- Erin welcomed members and called the meeting to order.

**AGENDA ITEM 2 – Topic: Review and Approve Last Meetings Minutes –10/26/2021**

- Staff Council approved 10/26/2021 minutes.

**AGENDA ITEM 3 – University Staff Council updates**

- o Kathleen – University Staff Council (USC) met with President Blake but did not have a chance to address staff concerns. The USC is working to schedule staff forums, and more information will be available soon. Some initiatives under way to review staff equity and pay across the campus. Reminder to take advantage of the vaccines available on campus. USC is looking for nominations for Unsung Heroes for the USC newsletter. The University is hiring a consultant to review faculty and staff salaries in the spring.
- o Shaila – Reminder to use our Administrative-vaccine day. The calendar is available for free to Kaiser members.
- o Leigh – will forward information to be shared with the college staff and faculty regarding USC's effort to adopt GSU staff members for the holidays. Work/Life balance initiatives are starting in the spring and more information will be available soon.

**AGENDA ITEM 4 – Subcommittee updates**

- o **DEI** – This subcommittee has not met yet.
- o **Professional Development and Training** – The subcommittee held their first meeting discussed operating procedures, and elected Karen as their Chair and Jerson as their Vice-Chair. The subcommittee presented the survey to the council members. The members voted and approved sending out the survey in January. Karen is working with Jim Lee, Organizational Development & Consulting Services, to consult with the council on training opportunities. Jim will be invited to attend the December meeting. Shaila is working on updating the distribution list.
- o **Events Planning and Logistics** – The subcommittee held their first meeting discussed operating procedures, and elected Zena as their Chair and Jerson as their Vice-Chair. Four smaller holiday events were presented to the members as an alternate for a larger holiday gathering. The members voted and approved the four smaller gatherings. Two will be in the morning half December 8<sup>th</sup> and December 9<sup>th</sup>. And the remaining two will be in the afternoon half: December 14<sup>th</sup> and December 15<sup>th</sup>. This will allow the greatest flexibility to accommodate remote staff and faculty schedules. Three members volunteered for each of the gathering days for setup, cleanup, and hosting during the event. Jerson will shop for the decorations. Richard will work with the PR team to use the photo pop up screen and any existing decorations. Genrie will place the catering order. Ruth will purchase supplies, drinks, and special holiday treats and submit receipts for reimbursement.



**AGENDA ITEM 5 – Topic: Holiday festivities**

- The members voted to support creating the holiday video. Erin will send an email to the college faculty and staff with submission guidelines. The videos are due to Hillary by December 7<sup>th</sup>, and we will request to have the compilation completed by December 15<sup>th</sup>. The Dean will need to create a dip announcing the staff award winners and a holiday message to the college. Erin will schedule the time with the Dean and coordinate this with Hillary and the PR team

**AGENDA ITEM 6 – Dean's ad-hoc five-year evaluation committee**

- The members discussed the Dean's request and discussed suitable candidates. The council members voted and approved Shaila to serve as the staff representative on the committee. Erin will submit her name to the Dean.

**AGENDA ITEM 7 – Staff awards**

- Erin will send out the email to solicit staff nominations for the Staff Customer Focus Award and the Staff Innovation Award. Once nominations have been submitted, Ruth will create the voting pdl. Voting will end on Wednesday, December 8<sup>th</sup>. Erin will submit the names of the winners to the Dean.

**AGENDA ITEM 8 – Topic: December meeting**

- Erin will be on vacation. Ruth will lead the staff council meeting on December 16<sup>th</sup> at 2 PM.

**AGENDA ITEM 9 – Topic: Spring Staff College meeting**

- Proposed Spring Staff College meeting date is February 4<sup>th</sup>, with February 11<sup>th</sup> as a backup. Erin will reach out to the Dean to request his availability. Erin will go ahead and reserve both dates for room 150 CEHD.

**AGENDA ITEM 10 – Topic: Dean meeting with the council**

- Proposed date for the Dean to meet with the council is January 25<sup>th</sup>, with January 26<sup>th</sup> as a backup. Both are slated to meet at 2 PM. The meeting will be conducted on TEAMS.

**AGENDA ITEM 11 – Topic: Staff Development Week**

- Tabled until next meeting.

**AGENDA ITEM 12 – Topic: Thank you luncheon for council members rotating off the council**

- Tabled until next meeting.

**MEETING ADJOURNED**

**Next meeting: December 16<sup>th</sup> at 2 PM on TEAMS.**



