

<b>CEHD STAFF COUNCIL MINUTES</b>	<b>DATE:</b> 5.24.2022	<b>TIME:</b> 2pm – 4pm	<b>LOCATION:</b> TEAMS & CEHD Room 725
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**ATTENDEES:** Ruth Ebenezer-Cook, Leigh Floyd, Richard Sinrich, Karen Der Byl (TEAMS), Katie Lowery, Jerson Martinez, Kathleen Halley-Octa, Jeriann Jones, NiaMani Harris, Zena Young.

### **Agenda Item #1:** Welcome

- Meeting opened by Ruth.

### **Agenda Item #2:** Meeting Minutes 4.26.2022

- Meeting Minutes from 4.26.2022 were reviewed and approved by the present Staff Council members.

### **Agenda Item #3:** University Staff Council Updates – Katie, Leigh, Kathleen

- University Staff Council assignments:
  - Katie: Community Relations (Chair) no new updates
  - Leigh: Community Relations no new updates
  - Kathleen: Communications no new updates

### **Agenda Item #4:** Ruth's Meeting with Dean Alberto Update

- Dean supports Staff Council initiatives:
  - Dean agreed to staff awards: Staff Council is to create criteria and guidelines for 2-3 new staff awards and get them to Dr. Alberto for review.
  - Townhall style Fall meeting including faculty and staff - to be located outside of CEHD building - Angela's team looking for space.
  - Dr. Alberto is looking into creating ASL training opportunities for the staff and faculty - paid for by the Dean's office, not out of Staff Council budget
  - Staff to send in accolades - Angela sends out monthly email - Staff Council email will piggyback off of Angela's email, and remind staff every month to send in their accolades.
  - ORSP - 3rd floor – will look into ways for all of the staff and faculty to be recognized for receiving/establishing grants

- Joint volunteer events - work with University Staff Council to possibly participate with them in volunteering and community service.
- Dean wants Staff Council to be more vocal and present.
- Ruth will meet with the Dean more regularly than her predecessors.

### **Agenda Item #5: Sub-Committee Updates**

- DEI: To create a master list of events and outreach activities hosted throughout the college.

### **Agenda Item #6: June 3<sup>rd</sup> Retreat**

- Confirmed parking in J lot for retreat attendees, and busses for transportation from CEHD to Centennial Hall.
- Flyers for reminders of staff retreat - Established email chain to decide who gets what floor/department/center.
- Townhall survey will be used for discussion topics during dialogue portion of the retreat agenda.
- Art Connection: Jerson established as leader.
- Game: Two Truths and a Lie – Kathleen established as leader.
- Refreshments update: coffee, tea, beagles, breakfast biscuit, pastries, water, orange juice.
  - Break: fruit cups, granola bars, chips, cookies.
  - Lunch: Jason's Deli - Jerson sending link to Jason's Deli
- Ruth and Leigh picking up supplies from store - Ruth placing amazon order for supplies.
- Name badges and randomized table assignment: NiaMani established as coordinator.
- Print Agendas: Karen established as coordinator
- Check in name badges table: NiaMani & JeriAnn
- Time keeper: Leigh
- Art supply bag: JeriAnn & possibly Leigh
- Production Party Wednesday, June 1st - to prepare and package supplies.

### **Agenda Item #7: Budget Update**

- Budget renews July 1<sup>st</sup>, 2022.

### **Agenda Item #8: CEHD Staff Council Calendar**

- Item tabled to the June meeting due to time constraints.

**Agenda Item #9:** Other CEHD Business

- Past chairs of Staff Council to have roles on the Council - change bylaws.
- Semesterly or monthly or annual community outreach discussed

**Meeting Adjourned.**

**Next Meeting:** Tuesday, June 28, 2022 from 2pm – 4pm on TEAMS/Room CEHD 725