

CEHD STAFF COUNCIL MINUTES	DATE: 11/7/2018	TIME: 2:00 – 4:00 pm Called to order at 2:10pm; CEHD 1025
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ATTENDING:

Candiss Addison, Ruth Ebenezer, Shaila Philpot, Mariquez Adams, Letitia Williams, Carla Woods, Heather Henley, Mi'Yata Johnson, Katie Lowry

EXCUSED:

Ada Perry, Hillary Meister

AGENDA ITEM 1 – TOPIC: Welcome

- Candiss welcomed the committee members, and call the meeting to order.
- **Topic: Review and Approve Last Meeting's Minutes (10/18/2018)**
 - Staff Council moved to approve the last meeting's minutes with corrections.

AGENDA ITEM 2 – TOPIC: Sub-Committees Group Reports – Meeting #3

- **Leadership**
 - Leadership did get a chance to meet once.
 - Committee had great conversations and is thinking of what direction they should take regarding leadership and the climate survey.
 - Making sure there is no conflict of interest with the volunteer(s).
 - Possibly thinking about sending out a new survey.
 - Mariquez will invite Office of Institutional Effectiveness representative to future meeting (January).
 - Committee will meet again to generate more ideas that might help the morale for leadership.
- **Culture**
 - Culture committee has had three meetings.
 - Committee did start the random acts of kindness and the community stroll.
 - Will consider changing the stroll to once a week instead of everyday.
 - Committee created welcome cups for all new staff employees (full time and part time) in the CEHD.
 - Started this in September, but will officially start in January.
 - Heather will get the names of new people at the end of each month and send them to Letitia and Katie.
 - Committee is thinking of ways to reward employees that does not involve providing cash.
- **Development**
 - Development did get a chance to meet once.

- Discussed different ideas of development that included video presentations for different types of trainings, providing training opportunities that the college would benefit from, career mapping, and sharing resources across the university.
- Katie pitched an idea that the development committee might consider providing an opportunity to host a group training in the computer lab.
- Also, committee is thinking of ways to make the CEHD staff more aware of the different programs the university offer such as TAP.

AGENDA ITEM 3 – Topic: CEHD Holiday Party

- **Location & Theme**

- CEHD will have the area where the booths are located.
- This area should accommodate 120 people.
- It would be a Winter Wonderland Theme.
- Katie and Shaila will contact Dana for assistance with the decorations.
- It was decided that the food drive bin will stay in the CEHD lobby for donations.
- Katie will ask Chris/University representative if CEHD Staff Council can use a portion of the hallway right outside of 55th and Park.
- All Staff Council will be responsible for bringing decorations for the party.
- Heather will send out a decorations sign-up sheet to the Staff Council committee.
- Candiss will follow up with auxiliary services regarding staff and faculty parking at T-Deck.

- **Invite Announcement**

- Katie will contact Claire to generate an invitation to send out to staff and faculty.
- Claire will also send out to staff and faculty.

- **Headcount**

- Headcount/attendance is estimated to about 100 faculty and staff combined.

- **Food/Menu**

- Menu includes crudities tray with different vegetables, crackers, and hummus, veggie pinwheel wraps, wings, turkey and beef sliders, egg rolls, buffalo chicken dip with chips, and bang bang shrimp.
- Drink station will include sweet tea, lemonade, water, and a specialty drink (non-alcoholic).
- Heather will be in charge of getting desserts for the party.
- Katie will get in contact with legal affairs regarding the consumption of alcohol during the holiday party.
- There will be two to three wait staff designated for the holiday party.

- **Awards**

- So far, Staff Council have only received two nominations for the customer focused award.
- Hillary will make a template to send out to staff for voting.
- Katie will order the staff awards.
- Names need to be submitted to Katie by November 28th.

- **Entertainment**
 - Candiss will do the introductions and opening remarks.
 - Entertainment will include an ugly sweater contest, a card decorating station, a food drive, and a gingerbread house contest.
 - Letitia will be responsible for buying the gingerbread houses.
 - Ruth will pick up the cards for the card decorating station.
- **Gifts/Raffles**
 - Shaila and Mariquez will facilitate the gift basket process.
 - Carla and Mariquez will be responsible for picking up gifts for the gingerbread house winner.
 - Katie will ask Nicola for any left-over raffle tickets.
- **Cost**
 - Katie did get a change to meet with Chris (Manager at 55th and Park) and he ensured her that the price would be well under \$1,200.00.

AGENDA ITEM 4 – Topic: Other CEHD Staff Council Business

- **Review of Current Staff Council Members & Expiration Dates**
 - Katie, Heather, and Shaila will be leaving after fall 2018.
- **TedTalk – Power Hour – Your Privilege is Showing – November 12**
 - Mickel will host a Ted Talk for November.
 - This will serve as a part 2/follow up to the Privilege Ted Talk she previously hosted in October.
- **Implicit Bias Activity – November 15 & 20**
 - Laura Meyers and Crew will host a Saturday Night Live themed implicit bias presentation on November 12th.
 - Staff, faculty, and students are all invited to attend.
 - This presentation will be held on the Forum, room 1030.
 - Laura Meyers will host this month's Speaker Series that will serve as a follow up to the implicit bias presentation.

MEETING ADJOURNED 4:10pm