

College of Engineering Staff Council

Meeting Minutes: Wednesday, September 19, 2018

In attendance: Derrick Meads, Rob Theakston, Josh Duruttya, Dale Davis, Dana Harrod, Cindy Lane, Bob Dacanto, Amy Long, Beth Lutin, Melanie Smith, Callie Viens

Meeting called to order at 10:05AM

Past staff council met quarterly to twice a year, proposed for the new Staff Council to meet monthly. All in favor.

Derrick Meads nominated himself for Chair of the Staff Council, for a term to be determined later. Also to be determined at a later meeting is the appointment of other positions in the Staff Council. All in favor.

The meeting began by discussing the past Staff Council missions/goals.

Previous Staff Council Duties:

Past events that the Staff Council were responsible for were being the committee for the Staff Excellence Awards and also arranging the awards event. Currently the Staff Excellence Awards Committee consists of the past 3 winners with the most senior winner sitting as the chair. There was a discussion between council to keep that same structure, but for Derrick to talk with current chair (Kenny Blair) and possibly sit in on the next meeting in May and determine if a change should be made. The awards event is currently planned by Robyn Morefield (Dean of COE's Executive Assistant).

Subcommittees: In the past, the Staff Council was also in charge of E-Day. For new Staff Council, we will determine subcommittees after goals are clearly defined.

Past Staff Council was never given a budget, so somewhat difficult to have any goals/events when had nothing to fund them. For current Staff Council, we are in hopes that we will get a budget for this year. Another issue with the past Staff Council was it began with a lot of responsibilities but slowly tasks were taken away and the Council had no reason to be a group anymore.

Discussion of possible goals for new Staff Council:

A goal that the Dean is currently working on is a College of Engineering new Strategic Plan, one possible responsibility of the Staff Council will be advising the Dean on how to elicit a conversation with Staff regarding the Strategic Plan.

Representative from the University Staff Council to come to a meeting; possibly later in the year once they have more information to share.

Staff representative from the Board of Trustees to come to a meeting and inform us of any updates with the University as a whole.

Director of Transportation to attend a meeting to discuss parking issues, new parking, etc.

Council determines that the way we can move forward from the past bylaws is to actually figure out obtainable goals and what we can really achieve.

Goals for new Staff Council:

GOAL ONE: Create Community

- Assist in moving the College forward as a College, *together*. Have a sense of community.
- Possible subcommittee for Best Practices - Find out what other departments/universities are doing in their Staff Councils.

- Strategies:
- Have (2) all Staff Meetings a year.
- Have (2) social gatherings a year such as the Ice Cream Social

GOAL TWO: Communication

- Lunch and Learn: One every two months. Possibly send out a survey to staff to see what they are interested in learning.
- Informal Dean Conversations: Possibly at an all Staff Meeting.
- After each Staff Council meeting we will send an email out to all Staff titled Staff Update Post Meetings.

GOAL THREE: Advise Administration

- Work life
- More consistency between departments, i.e. leaving early before a holiday.

Chair of Staff Council (Derrick Meads) will bring these issues up to Administration and relay it back to Staff Council.

GOAL FOUR: Advocate for Professional Development and Mentorship:

- Staff Mentorship: Making it easy to access who is your equivalent in another department, if you have questions, need advice, etc. you know who to connect with. Even as easy as just getting a coffee with the new staff. Can even invite new staff to Staff Council meeting.
- Possibly putting an area on the COE website with entire staff directory that states clear specific roles for each staff member.

Meeting adjourned at 11:06AM.