

College of Engineering Staff Council Meeting Minutes

February 26, 2020

In attendance: Cindy Lane, Betsy Davies, Megan Gatlin, Melanie Smith, Derrick Meads, Lacey Hill, Cody Mitchell, Dana Harrod, Dale Davis, Kel Hahn, Rob Hannigan, Callie Viens

Meeting called to order at 10:05AM

Staff Retreat vs. Staff Excellence Awards:

Derrick spoke with Mary McBeath about the Staff Retreat proposal and although the college would love to be able to do a retreat they already spend a lot of money for the Staff Awards that occur in May.

Possible alternatives:

- Do a much smaller staff retreat than originally proposed. Could do a few activities that HR offers for free and possibly order pizza or another inexpensive food option.
- Add more activities to the Staff Awards Banquet. Also suggested to recognize Service awards at the Staff Awards.

Staff Survey:

May be useful for the Staff Council to look at areas of concern and see what we can do.

Action Item: Derrick will ask the Dean if he wants us to administer a follow up survey to get additional information on where we can improve.

Action Item 2: Derrick will reach out to Erica Chambers from Work Life to come and speak at our next Staff Council meeting.

Lunch and Learn:

Rob suggested Fifth Third as a possible option, that they are very interested in coming back.

Dale suggested that instead of doing a Lunch and Learn that we have a social lunch get together "Staff Social Lunch". Callie reserved the Grehan conference room for **Friday, March 6th from 12-1PM.**

Happy Hour:

Was previously planned for Friday, March 28th but is now replaced with the "Staff Social Lunch" on Friday, March 6th from 12-1PM.

Who's Who:

Lacey volunteered to interview someone in her department for the next Who's Who.

Ideas for Future Events:

Lacey suggested that we have bring your dog meet and greet sometime this Spring. We could schedule a day/time to all meet at a nearby park, could bring your families and dogs!

Staff Excellence Awards:

At an earlier meeting we had discussed Staff Council taking over the Staff Excellence Awards – when we realized that would be a big over taking we decided to have a liaison from Staff Council instead be involved in the process the Staff Awards Committee already has in place. Kel volunteered at a previous meeting to

be the Staff Council liaison. Kel met with the current Staff Excellence Awards Chair, Kenny Blair and previous Staff Excellence Awards Chair, Laura DaCanto to see if his role was needed. Through discussion Kel learned that the current process is well executed and wasn't sure if a representative was needed from the Staff Council. For now, Kel will step back, he may request to still be copied on email correspondence.

Staff Council Elections:

Suggested that we may need an election subcommittee. We could promote the voting beforehand, possibly do the voting at the Staff Excellence Awards (could have voting booths setup at the registration table). We currently need to fill the President Elect position.

We will define the election further at the next meeting.

Action Items:

Derrick will ask the Dean if he wants us to administer a follow up survey to get additional information on where we can improve.

Derrick will reach out to Erica Chambers from Work Life to come and speak at our next Staff Council meeting.

Meeting adjourned at 10:59AM