

Staff Council Meeting Minutes
Wednesday, 6 September 2023
131 Engineering Hall, Biomedical Engineering ~ 12:00 PM

Attendees: Jake Anderson, Austin Blevins, Sarah Bonner, Melynda Hart, Jacob Hiatt, Dani Jackson, Mia Quain, Teresa Simpson, Alex Wayne, Martin Carter and Luc Gabbard

Not in Attendance: Mike Kyle

Guest(s): None

1. Meeting called to order at 12:09 PM
2. Approval of Minutes from 9 August 2023
 - a. Motion to approve by Simpson, second by Hiatt, passed with unanimous vote.
3. Professional Development Award Requests
 - a. Christopher Robinson, Assistant Director for Transfer Credit & Success
 - i. Spring Award 1 - \$500.00
 - b. Tammy Lutz-Rechtin, Safety Coordinator, Chemical Engineering
 - i. Fall Award 1 - \$500.00
 - c. Motion to approve all award requests by Gabbard, second by Wayne, passed with unanimous vote.
4. Around the Table
 - a. Discussed feedback council members received from their departments regarding the creation of a panel of experts. The majority of the feedback was positive and met with excitement from many staff members.
5. Old Business
 - a. Determine a method to identify CoE topic experts and selection process;
 - i. Find people who are interested and offer a very brief application
 - ii. Request references for those applying/participating.
 - iii. Ask for nominations from other staff/faculty
 - iv. Have an appointment for maybe one academic year and can be renewed, but offers other staff a chance to get involved
 - v. Expert Topic Suggestions:
 1. Communications - Media Relations, Newswire Editing, Social Media
 2. Hiring (HR) - International Students, Faculty, Staff, Grad Students
 3. Procurement -Purchase Orders, P-Cards
 4. Travel - T-Cards, Expense Report
 5. Tech - InTune, Defender
 6. Inventory/Asset Management
 7. Grants
 8. K-12/Working with Minors - Minors in Labs, RSO outreach with minors, really anything with minors

- vi. Application process ideas – allow people to select what areas they are experts in
 - vii. Looking for maybe 10 experts to start with
 - b. Determine initial professional development opportunity:
 - i. Excel Workshop
 - 1. Can we do this internally?
 - a. Mia has a suggestion for who might be able to act as instructor;
 - b. Monday and Tuesday of Fall Break seems the most functional option;
 - 2. Would need to do a registration and waitlist, if needed and have supervisor sign off on attending;
 - 3. Potentially have attendees complete level one on LinkedIn or elsewhere to save money; and,
 - 4. Spring Break week could be another option for scheduling.
 - ii. **Soft Skills Workshop**
 - 1. Agreement on offering a Soft Skills Seminar for the first professional development event;
 - 2. Ideal date: Tuesday, October 18th – 8:30 AM – 12:30 PM; and, Topic Ideas:
 - a. Email Communications
 - b. Structuring a Healthy Work Environment
 - c. Conflict Resolution
 - d. Negotiation
 - e. Adaptability/Flexibility
 - f. Emotional Intelligence
 - c. Additional funding requests:
 - i. 10 people for experts - \$500/year, \$5,000 maximum for 2023-2024; and,
 - ii. Funding for 3 Excel programs totals \$8,400.
6. New Business
 - a. Discuss which topics we would like to have Dean Needy speak about in our October meeting.
 - i. Give her some ideas of what we are going to do as a council
 - 1. Funding Discussion
 - ii. Vision 2035
 - iii. What else we can share with her
 - 1. More of a two-way street of a conversation
7. Open Discussion
8. Meeting adjourned at 1:03 PM.
 - a. Motion to approve by Gabbard, second by Hiatt, passed with unanimous vote.