

H&S Staff Council Meeting Minutes
Friday, September 19, 2014
1:30PM - 3:00PM
Harris Hall (1015 Floyd Avenue), 2nd Floor, Room 2105

I. **Attendees**

Michelle Carpenter, Dorothy Booker, Gail Bartee Canter, Reena Jadav, Morgan Balch, Elizabeth Pishchalnikova, Andrea Moreau, Rhea Miller, Edith Allin, and Jennifer Elswick

II. **New Business**

- a. Ad hoc committee for “staff member of the month”
 - i. Morgan Balch (Chair)
 - ii. Edith Allin
 - iii. Elizabeth Pishchalnikova
- b. H&S Newsletter
 - i. Create section in newsletter for H&S Staff Council
 1. Include “member of the month” once per month (1st issue)
 - a. “Staff member of the month” ad hoc committee will meet to discuss and confirm the following by next meeting
 - i. Selection process for “staff member of the month”
 - ii. Confirm and announce the nominee for the month of October 2014
 1. To be published in 1st issue of H&S News in November 2014
 - iii. Present any issues or concerns
 2. Include link to our website
 3. Contacted Gregg Johnson
 - a. Gregg Johnson coordinates the contents of the H&S Newsletter
 - c. Staff Senate news presented by Jennifer Elswick
 - i. “Positive Power in You” Staff Senate event
 1. Thursday, October 16, 2014 and Friday, October 17, 2014 from 8:30 a.m. to 12:30 p.m. at University Student Commons in Commonwealth Ballrooms
 - a. Pick a date to attend that works best with your schedule
 - b. It is suggested that H&S Staff Council members volunteer for this event
 - i. Contact Jennifer Elswick to sign up as a volunteer
 - c. Keynote Speaker, break-out session, free breakfast and lunch
 - d. Register for event online through VCU HR Training and Development website (<http://www.hr.vcu.edu/learning-and-development/>)
 2. Staff Senate representatives
 - a. Staff Senate reached full capacity for staff representatives who are University employees to serve on the Senate
 - i. No staff representatives are needed at this time from H&S Staff Council (Morgan Balch and Andrea Moreau no longer need to serve as representatives)

3. Annual Performance Evaluation – Include membership on H&S Staff Council on Employee Work Profile (EWP)
 - a. Enter in “Special Assignments” section of EWP
 - b. Notify supervisor to update and approve membership on their copy of job description and EWP for as long as they serve
- d. Staff Council website
 - i. Andrea Moreau, Webmaster, announced that our website has not been published yet. She will let us know once it has been published.
 - ii. The following updates need to be included on website:
 1. Updated mission statement
 - a. Create a draft and a bring to next meeting
 2. Group photo of members
 - a. We will vote on a time to take this photo
 3. Biography of each member
 - a. Submit biographies to Reena Jadav (rjadav@vcu.edu) before next meeting which will be held on October 31, 2014
 4. Set up generic Staff Council email address where staff members may email questions and/or comments
 - a. Michelle will be the owner of this email account and will set this up by contacting VCU Technology Services Department (will submit an online ticket (<http://www.ts.vcu.edu/>) or send an email request to the Department (helpIT@vcu.edu))

III. Additional Ad Hoc Committees

- a. Ad hoc committee for “Meet and Greet New Staff Members”
 - i. Members
 1. Reena Jadav (Chair)
 2. Wanda Clary
 3. Jennifer Elswick
 - ii. Purpose is to promote positive reputation for Staff Council
 - iii. Mission is to provide information and assistance to new staff members by doing one of the following
 1. Give them a possible tour of the College and answering any questions they may have
 2. Point them in the right direction regarding any question they may have
 3. Give them a welcome letter
 - iv. Procedure
 1. Contacted Dorothy to request that Michelle receives a list of new staff employees as they are hired or recruited
 2. The Meet and Greet Committee will provide a welcome packet for each new staff member
 3. Michelle will contact Janet Cousins when we are ready to send a welcome email to the H&S Staff members list serve
 - a. Michelle will prepare the template for the welcome email to staff members and send to Janet
 4. Place announcements of each new staff member to the College on our website in our welcome section, “Welcome New Staff”

- IV. Open Discussion
 - a. Donation/Charity Events
 - i. H&S Staff Council will begin to help Gail coordinate donation and charity events and activities for the College as appropriate
 - 1. Next set of events will take place in November and December 2014 for Thanksgiving and Christmas
 - 2. Gail will provide information on these events at next meeting
 - b. Announcement of H&S Staff Council
 - i. Michelle will request that Staff Council be announced to the following organizations during her meeting with upper management:
 - 1. Faculty Council
 - 2. College of H&S Fall Faculty Meeting (September 2015)
 - 3. Department Chairs Meeting
 - c. "Meet and Greet" Events
 - i. The following two options for Staff Council "meet and greet" event were discussed:
 - 1. Staff Council will provide and deliver packets, information bags or informational boxes to each Department that contain information about the Council during meeting time on November 14, 2014 from 1:30 p.m. to 3:00 p.m.
 - a. Ad hoc committee for "Holiday Box Meet and Greet"
 - i. Gail Bartee (Chair)
 - ii. Rhea Miller
 - iii. Andrea Moreau
 - b. Michelle will add this event to the Staff Council website
- V. Announcements
 - a. Our next meeting has been rescheduled to take place on Friday, October 31, 2014 (instead of Friday, October 24, 2014)
 - b. Our following meeting has been rescheduled to take place on Friday, November 14, 2014 (instead of Friday, November 21, 2014). During this meeting, we will deliver our gift bags/boxes to the departments assigned to us in the College
 - c. We will at our next meeting on October 31, 2014 on whether we will have a pot luck or go out for lunch during our meeting on December 19, 2014
- VI. Assignments
 - a. Draft an updated mission statement for the Staff Council which we could include on the website
 - i. Bring draft with you to next meeting to discuss
 - ii. Submit draft to Reena Jadav (rjadav@vcu.edu) before next meeting
 - b. Create your professional biographies which we will include on the website
 - i. Submit biographies to Reena Jadav (rjadav@vcu.edu) before the next meeting

**Roster of Members, Officers and Alternates
Plus Email Contact Information**

Name	Department	Email
Michelle Carpenter, President	Mathematics & Applied Mathematics	mcarpente4@vcu.edu
Dorothy Booker, Vice President	Dean's Office	djbooker@vcu.edu
Gail Bartee Canter, Treasurer	Dean's Office	dgbartee@vcu.edu
Reena Jadav, Secretary	African American Studies	rjadav@vcu.edu
Jennifer Elswick	Psychology	jlelswick@vcu.edu
Edith Allin	Chemistry	emallin@vcu.edu
Rhea Miller	Chemistry	rmiller3@vcu.edu
Andrea Moreau	Chemistry	moreauaj@vcu.edu
Morgan Balch	Dean's Office	mewood@vcu.edu
Elizabeth Pishchalnikova	World Studies	edpishchalni@vcu.edu