Staff Development & Recognition Committee
Thursday, August 13, 2020 | 2:00 p.m. – 3:15 p.m.
Virtual Only | WebEx

MEETING MINUTES

Invited Members: Asia Lian Rivers; Charles Featherstone; Courtney Hill; Ernest Duncan; Jesse E Wheat; Kenya A. Walker; Naseer Dhaamin; Sarayfah Yaharah Bolling; Shaila J Philpot; Tracy Cyrena Mitchell; Widalys Santiago Sosa; Derrick Chisolm

In Attendance: Charles Featherstone; Ernest Duncan; Sarayfah Yaharah Bolling; Shaila J Philpot; Derrick Chisolm; Tracy Cyrena Mitchell

I. Welcome
   a. Meeting called to order by Chairperson Derrick Chisolm at 2:04 pm.
   b. Brief discussion about who we are and what we hope to accomplish as a committee.
      • If an effort to maximize our efforts as a committee, we divide some of our primary initiatives into “Sub-Committees” (SC) where one or two members of the committee will be point persons for each initiative and report progress at each meeting.
   c. What does Development and Recognition look like in a Pandemic
      • Staff wellness during COVID-19. – potentially reaching out to the wellness team.
      • Wellness on the Web email goes out each week
      • We can potentially add a space on the Staff Council (SD&R) site that directs staff to this information

II. Approval of Last month’s Minutes
   a. Motion to approve minutes by Sarayfah Bolling – motion seconded by Shalia Philpot

III. Updates / Old Business
   a. Campus award (Staff Scholarship Fund) – (SC -Shalia Philpot, possibly Courtney Hill)
      • Need to reach out to someone in Human Resources to identify who should be on the Scholarship Fund
      • General HR Liaison for the committee
         1. Robert Elmore – (could possible direct the committee on who to speak to in HR)
   b. “Did You Know” Campaign – (SC – Derrick Chisolm and Charles Featherstone) – A campaign to increase awareness of resources available to employees.
      • LinkedIn Learning
      • Human Resource Trainings
      • Tuition Assistance Program (TAP)
      • Digital Asset Library
      • Parking and Transportation Support
IV. New Business
   a. Recognition – (SC – Tracy Mitchell, Ernest Duncan)
      • Create some standard awards that departments may submit nominations for staff
        who have done outstanding work
      • Use a google form to collect information for these awards
        1. Name, Title, Department, College, Name of Award, and Short Summary
      • Work with marketing within the college and/or university to have staff members
        highlighted
      • Staff Member of the Year with basket with department swag items
      • 5 Year, 10 Year, 15 Year Recognition - Organizational Development and
        Consulting Services
        1. Deirdre Bass
        2. Monica Jovia
   b. Addition of Staff Council to New Employee Onboarding (SC – Sarayfah Bolling)
      • Should SD&R committee have a standing HR member
      • Is Staff Council mentioned as a benefit during onboarding? –“This is a great idea
        and should be put into place by connecting with Human Resources”
   c. Group Photo – (Not feasible due to COVID-19)
      • Alternately, Committee members can submit a Professional Headshot, Name,
        Department, and College for posting to the SD&R website.

V. Action Items
   a. Committee members will submit a Professional Headshot, Name, Department, and
      College for posting to the SD&R website. By Friday 8/21/2020
   b. Committee members to collaborate and follow-up on Sub-Committee (SC) initiatives as outlined
      above.
   c. Derrick or Sarayfah to publish August meeting minutes in enough time for members to follow-up
      on tasks.

VI. Next Meeting – September 10th

VII. Adjourn
    Meeting ended @ approximately 3:12 PM