Staff Development & Recognition Committee  
Thursday, February 11, 2021 | 2:00 p.m. – 3:15 p.m.  
Virtual Only | WebEx

Meeting Minutes

I. Welcome
   A. Call to order: 2:04
   B. Approval and completion of December meeting minutes: 1st: Ernest and 2nd: Charles
      i. Courtney confirmed her acceptance of November’s meeting minutes.

II. Committee Update
   A. Collaborative meetings that took place since December.
   B. Dates in question
      i. Employee appreciation – Teri confirmed – Mid May after graduation. Goal – Week-long appreciation
      Service award - End of April – (Ernest reminded, Teri Confirmed)
      See how we can support? Derrick will check with Teri.
      R&R - Per Teri –will have to be per division (no budget at university level)

III. Old Business – Sub Committee Updates
   A. Campus award (Staff Scholarship Fund) – (SC -Shalia Philpot, Courtney Hill).
      i. Foundation staff scholarship Fund – Alison Mercer Dr. Develop working with us on annual giving campaign. Thinking of how to use the fund. Potentially crowd funded. (possibly payroll deduction)
      ii. Staff support fund (not the actual name.) being developed.
      iii. Annual Service Award
      iv. Thought of renaming to Staff Council Fund (not dedicated to a specific cause)
      v. Courtney working with Raishell to develop framework for the nomination process. Goal to create equity and recognize a larger scope of the staff body.
         1. Ernest and Shaila liked the idea and thought F&A’s model could be starting point.
      vi. Shaila to be included in the conversation at the Council level.
      vii. Email ideas to Courtney
   B. Committee Webpage – (SC – Derrick Chisolm and Charles Featherstone)
      i. We have received good feedback on our page.
   C. Recognition – (SC – Tracy Mitchell, Ernest Duncan)
      i. No update. Ernest and Tracy to follow up with Teri Lewis direction.
   D. HR Liaison, Teri Lewis has been partnering with us.
i. Teri shared dates of Employee engagement.
ii. Teri is open to ideas for fun.
iii. Things we can do – Talking to our leadership if how we can do employee appreciation. – IIT has a great model of week-long appreciation

IV. Other New Business
   A. Strategic plan development for committee – How to ensure continuity of committee efforts.
      i. Using Microsoft Teams as a library of events - Teri
      ii. Meeting minutes up to date – Teri, Courtney
      iii. Orientation for new Committee members - Teri
      iv. Potential buddy system for new members - Teri
      v. Calendar of yearly events and Contact list of Key people. – Courtney
      vi. Courtney invited Teri to participate in Funding development meetings.
   B. Staff Council elections are taking place.
      i. Elections are currently taking place.
   C. End of Derrick’s Staff Council term. Plan of succession
      i. New committee chairs are normally elected at Council retreats (historically in March)
      ii. Since we just had a retreat in December, it is uncertain how officer election will be handled this year.
      iii. We will seek guidance at the Council meeting 2/17/2021

V. Proposed action items.
   A. Derrick to post meeting minutes to MS Teams.

VI. Adjourn: 3:00