



# College of Pharmacy Staff Council

July 21<sup>st</sup>, 2016

2:00 - 3:00 pm

Dean's Conference Room (4307)

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**Members:** Jose Ortiz (Chair), Norma Padgett (Assistant Chair), Justin DeLeo (Instructional Educational), Katherine Morris (Departments), Susan Griffith (Departments), Jullian Coggeshall (Student Affairs), Laurie Albury (Centers), Debbie Stowell (SSC Research), John Evangelista (SSC Fiscal), Jenny Dillon (Distant Campuses), Sarah Foxx (SSC HR), Lila Robertson (Dean's Office), Dena Wilson (Dean's Office), Jennifer Tucker (Ex Officio)

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## MINUTES

**Accept Minutes:** Meeting began at 2:03pm with the May and June minutes being accepted.

**Staff Retreat Updates:** September 22nd was the original date chosen for this retreat. This date works well for the Dean and other Associate Deans in the College who will be invited to the welcome breakfast. Staff will talk to respective groups to see if this date works for the majority of staff. The idea for this year's retreat is to work on team building; professional development; strength finding and networking with other staff. Staff recognition will be added to this year's retreat. Other details and logistics to follow.

**On/Off Boarding for Faculty and Staff:** HR began by giving an explanation of the steps that a hire goes through with the HR team. The HR team is the initial step in the hiring process. Mr. Morgan from our Space department explained the process of getting a hire an office space, furniture, funding for equipment, painting office, etc. The IT group is in charge of making sure that the hire has a computer, phone, internet access and anything else necessary in order to start working on day 1. It was suggested by most that it would be very helpful to create a form that clearly indicates the office location for the hire, technology needs, funding source, start date and other important information. This form will be shared with all parties involved so that everyone can start doing their part from day 1. HR will work on this form and present it at the August meeting. If all members of this council approve, this will then be presented to the Faculty Governance Council and then be sent over to the Executive Council for final approval.

**Staff Council Page:** The other agenda items ran long and the chair was not able to show the council members the Staff Council page on the College of Pharmacy website. This page will be shown at the August meeting.

Meeting adjourned at 3:21pm. Next meeting is scheduled for Thursday, August 18<sup>th</sup>.