

College of Pharmacy Staff Council

September 15, 2016

2:00 - 3:00 pm

Dean's Conference Room (4307)

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

Guest:



Minutes: Meeting called to order at 3:05pm. August minutes were approved by a quorum.

Staff Retreat Updates: Itinerary and participant list update.

On/Off Boarding for Faculty and Staff: HR Staff Council representative distributed handout (checklist) of HR website components indicating the steps of processing a new hire (faculty or staff). The components will be transferred to the HR website for all staff and faculty involved in the hiring process to access the information in order to simplify the onboarding/offboarding process.

It was requested that an email be sent to all faculty and staff re: new hires (welcome email), and not just to the department or area hiring the person. Also, the same could be done when a staff or faculty member has left the college. Details do not need to be given regarding their exit, however, it's good to keep the lines of communication open regarding comings and goings of personnel. A draft email template, for both "welcome" and "departure" will be created, and brought to the November council meeting for review.

