

College of Pharmacy Staff Council

January 19, 2017
2:00pm - 3:00pm
Dean's Conference Room (4307)

Members: Jose Ortiz (Chair), Justin DeLeo (Instructional Educational), Jenny Dillon (Distant Campuses), Sarah Foxx (SSC HR), Jennifer Tucker (Ex Officio), Debbie Stowell (SSC Research), John Evangelista (SSC Fiscal), Dena Wilson (Entrepreneurial Programs), Taylor Courtney (SSC HR)

Absent: Norma Padgett (Assistant Chair), Katherine Morris (Departments), Susan Griffith (Departments), Laurie Albury (Centers)



Minutes: Meeting called to order at 2:07pm. October minutes were approved by a quorum.

Staff Retreat Feedback:

Action: Jose to ask La'Zendra for the results of the staff retreat poll. Once the results are reviewed, options for 2017 staff retreat will be emailed to staff for their feedback.

Action: Invite La'Zendra to the March Staff Council meeting and provide the specs for the 2017 staff retreat.

Onboarding Flow Chart:

Action: Submit Onboarding Form to Chairs for approval.

Employee of the month follow-up:

Ideas: employee spotlight, Dean's monthly memo, email sent to staff to vote; employee w/ most vote wins, choose up to 5 nominees and announce at retreat.

Updates

Jillian Coggeshall is no longer with the college. Jenny Dillon will now represent Distant Campuses and Student Affairs.

Katherine Morris needs to step-down from Staff Council representing the departments. Bridgette Armas is willing to step in (objection?).

Action: Send email to staff indicating where to find Staff Council website for information on representatives and meeting minutes.