**Dean’s Staff Advisory Board Meeting**

12/13/2018, 2:00 pm Claxton Complex 412

Present: Kayla Jones (Chair), Meagan Spillers (Vice Chair/Secretary), James Remington, Marcia Lane, Bonnie Maples, Wendy Smith, Bonnie Maples

Absent: Constance Honorable, Jordan Murphy, Pam Cash, Katie Potter, Christine Tidwell

**Membership Updates:**

Jada will be transitioning to the College of Nursing for Director of Student Services. This will move Kayla Jones to assume the Chair position and Vice Chair as Bonnie Maples and Secretary as Meagan Spillers. When Meagan Spillers goes on maternity leave Vice Chair (Bonnie Maples) will assume secretary duties until Meagan returns.

**CFS**- Jordan Murphy: absent. No updates.

**EPC** – Christine Tidwell: absent. No email sent with updates.

**ELPS** – Constance Honorable: absent. No email sent with updates.

**KRSS** – Scott Smith: absent. Email sent with no updates.

**Nutrition** – Pam Cash: absent. No one has offered to represent this department.

**Public Health** – Wendy Smith: Debbie’s last day is January 20 – retiring. No one else will be rehired, the duties will fall on the present admin staff.

Julie Gruba will be instructing/overseesing an undergrad online course. She will be a full-time faculty.

There is no plan for a department head at this point – Dr. Whelan is currently serving in this position.

All undergraduate classes that once were reserved only for graduate students are now back for undergraduate students – they are all full except one with only two seats left.

**Retail, Hospitality and Tourism Management** – Marcia Lane: Spring fundraiser – April 12. Ceiling is being worked on right now, so all are on the second floor.

**TPTE** – Katie Potter: absent. No email sent with any updates.

**Marketing –** Bonnie Maples: No updates.

**Instructional Services Center** – Bonnie Maples: ISC will close a few days before Christmas break and will be closed Dec 31 – 1 for New Year’s. Make sure to check email with business hours.

**OCC** -James Remington: two-factor authentications are coming to campus next year. It will be mandatory, on your mobile device.

**Dean’s office** – Kayla Jones: No updates at this time.

ERC update: flyers given – Race against racism, second annual HR roadshow. See flyers that are attached.

**Student Services** – Meagan Spillers and Jada Russell: Jada will be leaving CEHHS in January to take the Director of Student Services position in the College of Nursing. Meagan will be leaving sometime in February for maternity leave.

**Future Initiatives:**

**Clothing Drive-** remember the locations (JHB, Claxton, HPER) and the deadline for donations (January 16). We have not received a response from Blaine on when we can drop off the items. Bonnie will work to put this on listserve.

**Fund Raiser for Inskip –** we have been in touch with Latesha about a time/date for fund raising at Jason’s Deli. We are waiting to hear back on a day/time that will work with Jason’s.

 Questions: do they allow signs on Jason’s door promoting the fund raiser?

 Other ideas:

catering from Jason’s Deli

Krispy Kreme

**Spring appreciation for late March/April –** Jada has a ton of recruiting items in her office still. This will most likely change due to Jada’s position being posted. The position does not have an official posting date.

 Other ideas:

 Handing out hot chocolate on a cold day

 Handing out CEHHS items on ped. walk way

**Other items:**

**Accessibility for Bailey and Claxton** –

Jill Malolepszy has come out to the building several times and taken picture. Jill has mentioned that the University sets aside money for these projects and the spending would not come from the college. She is pitching a ramp for the front of the Claxton building. We do have FUTURE students and special education students that use these buildings and need to access these building more efficiently.

We also need signage directing visitors to Claxton and Bailey buildings.

Jill is also going to put a free-standing button that will allow individuals to access the door.

**Strategic Plan Update:** Jada reached out to Dr. Fairbrother to ask questions regarding our strategic plan. No one had answers for this right now.

Next Meeting: January 10, 2018