**Dean’s Staff Advisory Board Meeting**

01/10/2019, 2:00 pm Claxton Complex 412

Present: Kayla Jones (Chair), Bonnie Maples (Vice Chair –Acting Secretary during Meagan’s Maternity leave), Jordan Murphy, Christine Tidwell, Wendy Smith, Constance Honorable, Scott Smith, Katie Potter

Absent: Meagan Spillers (Secretary), Pam Cash, James Remington, Marcia Lane,

**Membership Updates:**

**CFS**- Jordan Murphy-One current search underway; 1st candidate left today. Will be another search in Fall. Delores Smith is retiring in July.

**EPC** – Christine Tidwell: no updates.

**ELPS** – Constance Honorable: Unofficial announcement that Norma Mertz is retiring at the end of June, ’19. No word on the search or appointment of an interim.

**KRSS** – Scott Smith: no updates.

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

**Public Health** – Wendy Smith-Debbie Butenko’s retirement party is January 18th at the Black Cultural Center.

**Retail, Hospitality and Tourism Management** – Marcia Lane: absent.

**TPTE** – Katie Potter: Vicki Church & Patti Fagg both retired at end of December. Three open admin jobs (the two retiring and one open from the move of Nancy Lessig from VolsTeach) in the department; one possibly filled today. Rewriting pdq’s for both of the other positions and redistributing duties. Another possible retirement coming at end of spring and will result in another admin position opening.

**Marketing/Instructional Services Center –** Bonnie Maples: Had our CEHHS Marketing retreat last Friday. Great turnout. Getting underway with a new semester. Reported that we have a good result in our clothing drive of items including some coloring books/crayons/office supplies.

**OCC** -James Remington: Decided to stay with the board but absent today. Details sent from James regarding the 2-step authentication is that he has not used it himself yet and our college is not yet required to do so.

**Dean’s office** – Kayla Jones: Kayla reported back from ERC about the 2-step authentication that OIT is implementing beginning spring. A couple of advantages is that you only have to do it once every 7 days and once your password is set, you are not required to change it every 90 days as is the current standard. There will be an app associated to the authentication you can load on your smart phone or a key fob that will allow you easier access. More details to come from OIT on this. Kayla also stated that spring and summer are voluntary in enrolling in this and will not be a “requirement” until after the testing period.

**Student Services** – Meagan Spillers: Absent. Will be delivering her bundle of joy around first week of February.

**Future Initiatives:**

**Clothing Drive-** Delivery of items is scheduled for January 22 @ 1 P.M. at Inskip Elementary. ISC is only location that has received donations. Let Kayla know if you are interested in attending the delivery and coordination of travel arrangements can be made. Kayla is sending out one more reminder that items are now on clearance and it’s a great time to pick up some last minute items to donate.

**Fund Raiser for Inskip –** We have decided to table the fund raiser at this time after last month’s discussion until our true purpose is defined.

**Spring appreciation for late March/April –** We have decided to table the spring appreciation event at this time after last month’s discussion until our true purpose is defined.

**Other items:**

**Accessibility for Bailey and Claxton** – Jada is still in touch with Jill Malolepszy and will report back to us if she receives updates.

**Strategic Plan Update:** This has been tabled at this time until our true purpose is defined.

**Other:**

Moving meeting to twice a semester. Meagan will send out calendar invites.

Next Meeting: February 14, 2019 2-3 P.M., CEB Room 412