School of Education
Staff Meeting

September 23, 2019
Present: See sign in sheet

I. Welcome and Introductions

II. Question of the Month
   Go to popin.live

III. Recognitions

IV. Guyton Hall Building Discussion
   • Expectations, Suggestions, and Information
     The following was discussed:
     Continue to work as a team to help maintain Guyton Hall and Guyton Annex. If you
     have trash or recycling that is beyond normal custodial expectations, submit a work order
     for this to be picked up.

     Continue to be mindful of leaving food in the refrigerators. Please put a date and name
     on any leftovers that are put in the refrigerator.

     Spill Magic absorbent powder was suggested to assist with liquid spills while custodial
     staff is contacted for clean-up.

     Recycling: Amy Williams is working with Lindsey Abernathy, Associate Director of the
     Office of Sustainability, to replace cardboard recycling bins with plastic bins, add signage
     above the recycling bins, and make sure all recycling bins have clear bags. All
     cardboard boxes must be broken down and placed on the 1st floor of Guyton Annex,
     under the steps. A sign is placed to designate the area. Amy Williams will submit a
     work order for these boxes to be picked up.

     Battery Recycling: Kim Chrestman, Administrative Coordinator for Higher Education,
     is collecting and recycling all batteries. Her office is Room 131.

V. Co-Worker Collaboration
   • Meal Cards
     To continue to encourage co-worker collaboration, SOE has a meal card that is available
     for 3 SOE faculty/staff members to use each day. You can reserve a meal card with Dr.
     Ann Monroe or Amy Williams. The meal card can be used at the Rebel Market or the
     Grill at 1810. A SOE employee can use the meal card multiple times, but the SOE
     employee must go with different SOE co-workers.

VI. SOE Book Clubs
   • SOE Book Club: Going to College in the Sixties by John R. Thelin
     The author will be facilitating the first meeting on October 16 in Guyton Hall Annex
     Room 209. Contact Dr. KB Melear if you are interested in participating. Lunch will
     be provided.
• SOE Diversity Book Club: *Becoming* by Michelle Obama
  Upcoming meetings will be September 26 and October 31 in Guyton Hall Room 215.
  Contact Dr. Robinson if you are interested in participating.

VII. Other Business
• Staff Award
  Dr. Amy Wells Dolan is developing a committee to discuss the criteria for adding a Staff Award to the SOE Awards Banquet in May. If you are interested in serving on the committee, contact Dr. Wells Dolan.

• SOE Committees
  All SOE Committees are listed on the SOE homepage. To locate the list of committees, click “About” then click “Committees”. If you are interested in serving on a SOE committee, contact Dr. Wells Dolan.

VIII. Important Dates
• October 5, 2019: SOE Homecoming Tailgate. Guest of Honor is Coach Kermit Davis

IX. SOE fall/spring staff meeting dates:
November 22, 2019 January 15, 2020
March 18, 2020 May 6, 2020

X. Team Building Activity
  Escape Room facilitated by Blake Adams, METP Program Coordinator and Gabby Vogt, SOE Assessment Graduate Assistant
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**Signatures:**
- Blake: BA
- Sandra: SC
- Kim: K
- Holly: HC
- Judy: JH
- Sandra: JH
- Melissa: JLM
- Justin: JM
- Kara: KP
- Donna: DP
- Clay: JP
- Meredith: MS
- Briana: BR
- Michelle: WDW
- Dean: DR
- Amy: AWD
- Kelli: KC
- Amy: JW