

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

Staff Meeting Sign In Sheet

		9/23/19	11/22/19	1/15/20	3/18/20	5/6/20
Blake	Adams	BA				
Megan	Black					
Anna	Brantley					
Sandra	Carver	SC				
Sarah	Cervantes					
Kim	Chrestman	Kim				
Holly	Coffey	HC				
Billy	Crews	excused				
Jacob	Ferguson	JF				
Angie	Gurner	Angie				
Judy	Hopper					
Tori	Huckaby	TH				
Sandra	Kyle					
Melissa	Leach	ML				
Justin	Mills	JM				
Kara	Parham	KP				
Donna	Patterson	DP				
Clay	Pounds	CP				
Meredith	Sessums	MS				
Briana	Stewart					
Michelle	Wallace					
Dean	Rock	DR				
Amy	Wells Dolan	AW				
Kelli	Coleman	KC				
Amy	Williams	AW				