1. Welcome and Introduction of new RCHSS – Office of the Dean staff – Dr. Ruth Goldfine
2. Gigi Grasser (Dean’s Office)
3. Security Camera Training – Stephen Schulze
4. Security cameras will be installed in several suites. If any issues reach out to him.
5. Stephen mentioned that door chimes will be install as well.
6. Staff Awards – Dr. Ruth Goldfine
7. It is time to solicit nominees.
8. Asked how the awards need to be conducted moving froward.
9. Staff Survey – Dr. Ruth Goldfine and Tiffany Layden
10. Discussed creating a baseline multiple choice survey each six months to see if it is an improvement.
11. Dr. Goldfine asked to think about three things that need to be discussed next meeting.
12. A follow up meeting will be set up by Qing Qing to continue salary discussions.
13. Introduction of New HR Generalist, Melinda Lambert – Tiffany Layden
14. Questions were asked about salary and benchmarks.
15. E-performance – Tiffany Layden
16. Talked about performance evaluations and tools to help complete them.
17. Shared HR point of contacts information and asked if they are any issues to schedule an appointment with her.
18. Power Forms – Brayden Milam
19. Asked if anyone needs forms created.
20. Informed that there is no payment amendment forms in the system.
21. Said that only forms used in frequently are in the system.
22. DocuSign and dean’s office reminders – Qing Norris
23. Explained the process of signatures for payroll amendment forms for faculty.
24. Informed of the types of forms that need to be routed to her.
25. Reminded that when submitting a Blackbaud request, an email needs to be sent to her.
26. Staff Senate Updates – Susanne Rothery
27. Give updates.
28. Asked if everyone received the email she sent with updates.
29. Talked about TAP applications.
30. Continue salary discussion.
31. Miscellaneous
32. Qing Qing will follow up with the compensation topic.
33. Who should be in the awards process committee.
34. Qing Qing proposed to have five staff members for the committee.