

# minutes

CEAS Staff Council			
<b>2.24.2017</b>	9:00 am	EN 1062	
<b>Meeting called</b>	Michele Foist, Secretary		
<b>Type of</b>	Regular		
<b>Note taker</b>	Michele Foist		
<b>Opening</b>			
	Michele Foist		
	<i>Welcome message and explanation of absences.</i>		
<b>1. Safety</b>			
<b>5 min</b>	Mike Schilt		
<i>Discussion</i>	<i>Brief update on activities for the college. Evacuation Plans, Active Shooter Training, HazMat Shipping Training.</i>		
<b>Conclusions</b>	☆ UWPD is working on a new evacuation plan for the CEAS due to the extensive construction surrounding our building. Follow up with Chad in March. ☆ Two Active Shooter presentations were available this past month. Not well attended but the presentation is very good if anyone ever requests the training again. Follow up with Chad. ☆ HazMat Shipping training will be provided on March 8 for anyone currently using Kyle as their shipper. It will be held in Encana EN 4045 from 9am-12pm.		
<b>2. Dean's Council-Leadership Meeting Recap</b>			
<b>5 min</b>	Megan Barber		
<i>Discussion</i>	<i>CEAS Fee Proposal</i>		
<b>Conclusions</b>	Approved new fee structure for next academic year.		
<b>3. WyoCloud Implementation</b>			
<b>5 min</b>	Megan Barber		
<i>Discussion</i>	<i>Update from leadership council presentation – all systems still on schedule for go live dates.</i>		
<b>Conclusions</b>	Training is expected to be announced this week for the Student Reporting system.		
<b>4. Staff Resource Guide Update</b>			
<b>5 min</b>	Michele Foist		
<i>Discussion</i>	<i>Several updates received, but most still have not come in.</i>		
<b>Conclusions</b>	Reminder to all to work on their sections.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Leadership committee to review progress.		Michele Foist	May 1, 2017
<b>Closing</b>			
	Michele Foist		
	<i>Next meeting will be March 31, 2017 @ 9:00 am.</i>		