**College Environment Committee Notes**

**January 11th, 2017**

**Agenda**

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| **Time** | **Activity/Objective** | **Participants** |
| 9:30 AM | Welcome and Icebreaker | Abby |
| 9:40 AM | December College Wide Retreat Wrap Up   * Additional comments? * Post-it note comments | Michael |
| 9:50 AM | Sub Group Activation   * Brief re-cap of each sub group * Do you want to lead a sub group?   + Job description | Kim, Michael, & Abby |
| 10:10 AM | February Meeting   * Process Eval: how is the sub group format working? * Meeting structure going forward | All |
| 10:30 AM | Adjourn |  |

**Retreat wrap up:**

Suggestion was made to request time at Faculty Assembly and complete exercise (or something similar) that had been planned for the retreat but was not done.

**Team Lead Job Description**

* Coordinates team meetings
* Review the progress-to-date of the group
* Manage the expectations of the team
* Report back to the larger, general meeting a description of team progress

**Team Leads:**

* Physical Space: Abby and Ryley
* Life/Work Balance: Nicole and Yann suggested, to be contacted
* New Hire Tool Kit: Kim and Erika
* Mission/Vision/Values: Spencer and Michael

**Action Items:**

* Identify lead for the Life/Work Balance Team: Michael to email Nicole and Yann
* By Wednesday, January 18, Team Leads to identify meeting time and place for first meeting and notify Abby.
* Thursday, January 19, Abby to send email announcement with Team Meeting information to COPH-All
* Ryley to book rooms for future meetings
* Amy to send out Outlook invites for future meetings

**NEXT MEETING: Wednesday February 8th from 9:00 AM -10:00 AM in room A326. See you there!**