

COPH Student Council

Meeting Minutes

Thursday, October 3, 2019

9:00AM-9:30AM

Lamb Hall 41C

**Facilitator:** Mercy Aula

**Note taker:** Mercy Aula

**Other Attendees:** Heather Diebold, Erin Maucke, Andrew Fuqua, Delany Williams, Mrs. Jennifer Hunt

**Absent:** Miranda Liner, Maggie Bentley, Erin Tomita

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The meeting was called to order at 9:08 a.m.

<b>Agenda Item:</b> Previous meeting minutes Review and Approval		
<b>Discussion:</b> <ul style="list-style-type: none"><li>• Attendance of council meetings was reiterated to be compulsory for every council member.</li><li>• All assigned duties for the Welcome Back Picnic were performed efficiently by the designees.</li></ul>		
<b>Conclusion:</b> The president and Ms. Hunt will need to be notified in an e-mail prior to any council member missing a meeting.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
The minutes were approved by a unanimous vote.		

<b>Agenda Item:</b> Council Documents (Bylaws/SOP)		
<b>Discussion:</b> <ul style="list-style-type: none"><li>• Documents are under the shared drive that was sent out in an email by Ms. Hunt. Officers especially, need to read over the bylaw.</li></ul>		
<b>Conclusion:</b> <ul style="list-style-type: none"><li>• Approved by unanimous vote.</li></ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"><li>• Council members can still propose to make changes to the documents by communicating with Mercy and Mrs. Hunt. Changes must be voted on.</li></ul>	<ul style="list-style-type: none"><li>• All of council</li></ul>	

<b>Agenda Item:</b> Welcome Back Picnic Debriefing		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• Overall, the event was successful.</li> <li>• The turnout was good. Over 60 attendees signed the sheet while a larger number of people who stopped by to grab food didn't sign.</li> </ul>		
<b>Conclusion:</b>		
<ul style="list-style-type: none"> <li>• Suggestions for next year/ What can be improved: <ul style="list-style-type: none"> <li>○ The event fell on a Tuesday which is one of the busiest day of the week for most students. If it fell on a Mon, Wed, or Fri, the turnout would have been better.</li> <li>○ Refilling the water jugs from the dean's office (2<sup>nd</sup> floor) was a tedious. An alternative would be to use the sink at the Office of Student Services on the ground floor.</li> <li>○ Setting up and taking down the tent was a two-man job and only sat a hand-full of students. We should consider not using it next year, or have more people sign up to help with setting it up and break down.</li> <li>○ The games were barely played. Coordinating with other organizations to have more council members and organization members involved and designated to play the games, will help secure the interests of other attendees.</li> <li>○ Someone needs to be assigned to man the sign-up sheets at the food service tables. This will ensure that everyone that grabs food signs.</li> <li>○ The food should be provided in two sets. A set should be served at an earlier time during the event while the other should be served toward the end. This would ensure that whenever students were done with their classes and stopped by, there would still be food left for them.</li> </ul> </li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Agenda Item:</b> Partnerships with other organizations		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• GPSA</li> <li>• SEHA</li> <li>• PHSA</li> <li>• We will need to connect with officers of these organizations to discuss about partnering on their activities and our activities. Mercy will talk to Miranda Liner who is the president of SEHA about collaborating. Mercy will also contact the Vice President of GPSA, Joseph Kusi about working with the GPSA.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Conclusion:</b> Council members that have any links to officers of the PHSA should notify Mercy. The current president of the PHSA is Alexis Flores.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Agenda Item:</b> Homecoming 2019		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• Involvement and planning will be more effective if it is done in collaboration with other organizations within the college. The COPH SC may not be in the capacity to handle it alone.</li> </ul>		
<b>Conclusion:</b>		
<ul style="list-style-type: none"> <li>• Enough time is required for planning. The council will brainstorm ideas that can be suggested to next year's Council members on participating in the Homecoming.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Agenda Item:</b> College of Public Health Student Council Surveys		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• Is administered from mid-March to mid-April.</li> </ul>		
<b>Conclusion:</b>		
<ul style="list-style-type: none"> <li>• Ms. Hunt suggested that we use the ETSU Microsoft forms 365 to create the survey instead of survey Monkey. The surveys can still be made anonymous by checking off a box during its creation. We can still decide to retain the email contacts of the respondents but de-identify them before they go out to the Dean and Chair's.</li> <li>• An incentive should be considered for survey takers. This would help to increase participation. A draw can be done.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Delaney and Mercy will put together the surveys and analyze results</li> <li>• Mercy will meet with Dean Wykoff to discuss the results</li> <li>• Every departmental rep in the council will need to meet with their Chair's to discuss the results for their department.</li> <li>• Mercy and Delaney will have to start working on the surveys as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Delany</li> <li>• Mercy</li> <li>• All departmental reps</li> </ul>	

<b>Agenda Item: Pet Therapy</b>		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• Mercy will look through the pet therapy document on the shared drive to determine who will need to be contacted.</li> </ul>		
<b>Conclusion:</b>		
<ul style="list-style-type: none"> <li>• The council voted to continue pet therapy for the Fall and Spring semesters.</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Agenda Item: Other</b>		
<b>Discussion:</b>		
<ul style="list-style-type: none"> <li>• Networking Night <ul style="list-style-type: none"> <li>▪ The event is scheduled to hold on the 9<sup>th</sup> of October, at the VA, building 60.</li> <li>▪ Erin Maucke, Heather, and Delaney will be attending</li> <li>▪ Directions for packing will be mailed out</li> </ul> </li> <li>• Leading Voices <ul style="list-style-type: none"> <li>▪ Erin and Mercy represented the Council at the Leading voices lecture and dinner held on the 19<sup>th</sup> of September.</li> <li>▪ Delaney and Mercy will be representing the Council at the next Leading voices lecture and dinner, on the 22<sup>nd</sup> of Nov.</li> </ul> </li> <li>• Other Issues <ul style="list-style-type: none"> <li>▪ Mercy will provide a thank you card for Janet Stork in appreciation of her support to the Council especially during the Welcome Back picnic.</li> <li>▪ The card will be available at Mrs. Hunt's office so that Council members can stop by to sign.</li> </ul> </li> </ul>		
<b>Conclusion:</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Council Members are needed to sign-up as volunteers for set up (2-3) and breakdown (5-6).</li> <li>• Mercy will send out an email asking for more participation from council members</li> <li>• Thank you card needs to be signed by all of council.</li> </ul>	<ul style="list-style-type: none"> <li>• All of council</li> <li>• Mercy</li> </ul>	

The meeting was adjourned at 9:45 a.m.