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| UF CON Staff Council Executive Board |
| Minutes | May 14, 2014 | 9:00 A.M. EST | UF CON Staff CouncilExecutive Board Meeting |
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| Meeting called by | UF CON Staff Council Executive Board |
| Type of meeting | Face-to-face |
| Facilitator(s) | Kelly Reid |
| PRESENT | Kelly Reid, Karen Bender, Todd Fraser, Dawn Alexander, Anna Suggs, Dean Anna McDaniel |
| EXCUSED | N/A |
| ABSENT | N/A |
| **Agenda topics** |
| Welcome | Welcome |
| Minutes | Minutes from the April 2, 2014, meeting were approved |
| **TOPIC: UPDATE - WORKING FROM HOME AND FOUR 10-HOUR DAYS (K.REID)** |
| DISCUSSION | The A.C. meeting was cancelled, but meets again on Friday, May 23rd. K. Reid will follow up. |
| CONCLUSION | Follow up during next meeting |
| aCTION ITEM | K. Reid will send an email to the executive board with a conclusion from the AC so that members can think about it before the next meeting.  |
| **TOPIC: STAFF SATISFACTION SURVEY (K.REID)** |
| DISCUSSION | K. Reid met with two HR reps from organizational development. Now she needs to send an up-to-date staff organizational chart. This may require using the administrative chart and filling the staff in accordingly. The Dean has allowed for three sessions to be set up for the surveys. Staff should be able to sign up for their own session. Supervisors should refrain from signing up for sessions that their staff is attending. The Dean suggested having a fourth session solely for supervisors or offered the idea that supervisors be asked not to partake. The Dean is very invested in this. Discussed the importance of providing an atmosphere for the sessions where staff feel they are able to express their views in confidence. Only general feedback will be given from the survey sessions. No names or verbatim text must be used in this feedback. Retention will also be included. |
| CONCLUSION | Sessions will be held mid or the end of June on Mondays, Wednesdays, and Fridays. They will be 1.5 hour sessions held from 9-11a.m. and then also from 2-4p.m. An email will be sent out to staff in the next week and half informing them about these sessions so that they can prepare. The staff needs to be open and trust these sessions from the start. Staff confidentiality is also important to understand.  |
| ACTION ITEMS | K. Bender will start an organizational chart for staff but will check if Sharon Milton-Simmons already has one. K.Reid will coordinate the signup for staff members to attend.  |
| **TOPIC: CON SHIRTS (K.REID)** |
| DISCUSSION | There are two styles of CON shirts, one being the current style the same as the AFHC shirt order. There will, however, be different color options available. One style is a cotton-polyester blend polo priced at $18.95. The other style is a dress shirt priced more expensively at $35.99. These are the same as the AFHC. There were concerns about not everyone being able to afford these shirts. The best options brainstormed were to offer both shirts as an option for purchase, having some buy extra shirts, or having others pitch in a few extra dollars. Outfitters and Dragonfly were mentioned as other possible vendors to purchase from. T.Fraser said without having the dress shirts embroidered, it totals to $26.99. |
| CONCLUSION | The polos come in a lot of different colors and sizes, and are cheaper. Samples should be provided to clear up any possible ordering questions.  |
| ACTION ITEMS | K. Reid will ask who is taking orders. Must decide how/if to ask people to pitch in money to help others buy shirts. |
| **TOPIC: SUMMER PICNIC (K.REID)** |
| DISCUSSION | There was the discussion that faculty and staff do not socialize together. A summer picnic was recommended by a staff member to help CON faculty and staff interact in a nice environment with family/friends. This would be a weekend with families. Somewhere with water is desirable and/or with a bounce house for kids. Possibly at a spring such as Manatee Springs or Hart Springs. The CON would possibly provide the meat for the picnic while everyone brings a side dish to share.  |
| CONCLUSION | The picnic would occur on either Saturday June 28, or July 12/19/26. A committee to plan the picnic would be a good idea with someone from the Executive Board to chair it. A price must be asked from potential springs sites concerning possible banquet room fees and entrance prices. |
| ACTION ITEMS | A. Suggs will send a survey to NUR-ALL to gauge faculty and staff interest in the summer picnic, find out which dates work and what location all prefer. A.Suggs will also contact a couple local springs to find out about pricing and pavilion/banquet room. |
| **TOPIC: LAKE WAUBERG TEA, CHALLENGE (A.SUGGS)** |
| DISCUSSION | Lake Wauberg has a ropes course designed to foster team building.  |
| CONCLUSION | This was suggested as a staff retreat option. |
| ACTION ITEMS | Recommend to Sharon Milton-Simmons as a possible future staff retreat option. |
| **TOPIC: WEBSITE AND SHARE DRIVE (A.SUGGS)** |
| DISCUSSION | The Staff Council folder on the share drive was discussed. The folder will be available for staff to read but not available for them to alter. A folder will provide the minutes and agenda. K. Reid is working on the website with T.Wright and A. Suggs. |
| CONCLUSION | The website will include a STAFF tab. Under this STAFF tab there will be the bylaws and missions of the department. An agenda and minutes will also be available there.  |
| ACTION ITEMS | K. Reid will send links to other colleges for examples. A. Suggs is following up with IT on Staff Council folder on share drive. |
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| Next Meeting  | June 4, 2014 at 9 a.m.Topics will include: Follow-up II, III, and IV and any other items as they come up. |

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| Adjournment | Meeting adjourned at 10:00 A.M. |