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| UF CON Staff Council Executive Board | | | | | | | |
| Minutes | | | | JUNE 11 14, 2014 | 9:00 A.M. EST | UF CON Staff Council Executive 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, | | | | |
| EXCUSED | | | N/A | | | | |
| ABSENT | | | N/A | | | | |
| **Agenda topics** | | | | | | | |
| Welcome | | Welcome | | | | | |
| Minutes | | Minutes from the May 14, 2014, meeting were approved | | | | | |
| **TOPIC: UPDATE – FLEXIBLE SCHEDULE (K.REID)** | | | | | |
| DISCUSSION | | A message was sent to all staff with the final decision on flexible schedules for staff. The administrative team was not agreeable to a four 10-hour workweek, but they were OK with speaking to staff and supervisors about a flexible schedule. The administration was open to being less rigid. Schedules are dependent on each department and each supervisor. With the flexibility among departments, this means each staff’s schedule is open to flexibility. Just because a different schedule can’t work for one staff member, doesn’t mean it shouldn’t be allowed for others. | | | | |
| CONCLUSION | | Topic closed. Staff members should speak to their supervisor about an alternate schedule if desired. | | | | |
| aCTION ITEM | | N/A | | | | |
| **TOPIC: STAFF SATISFACTION FOCUS GROUPS (K.REID)** | | | | | | |
| DISCUSSION | | This topic changed from a staff satisfaction survey to staff satisfaction focus groups facilitated by UF HR. The focus groups will be held June 23, 24 & 27. The sign-ups indicate there is outstanding participation by the staff. | | | | |
| CONCLUSION | | Will discuss the results of the focus groups during the July Staff Council meeting. | | | | |
| ACTION ITEMS | | Kelly received the agenda and questions that will be discussed from UF HR. She will share with the Executive Board, but asks that it not be shared with the rest of the staff to ensure spontaneous dialogue during the focus groups. | | | | |
| **TOPIC: SUMMER PICNIC (K.REID)** | | | | | | |
| DISCUSSION | | The summer picnic was moved to August 2 to accommodate the Dean’s schedule. It will be held at Denise Schentrup’s home in Alachua. Kelly will make a visit to look at the setup. The dean would like to rent a tent to provide shade and will purchase hot dogs and hamburgers. Everyone else can sign up for sides and drinks. It was discussed that tables and chairs may need to be rented as well and ask Denise about a grill. A committee will be formed based on volunteers to help plan the event. Dawn Alexander volunteered to chair the committee. The committee will have five members and will help with setup, signups for food, etc. There was discussion about if alcohol will be allowed at this function. It was decided to wait and see if anyone asks about alcohol before making a decision. | | | | |
| CONCLUSION | | A committee will be formed to plan the picnic. Will need to rent a tent and possibly tables and chairs. | | | | |
| ACTION ITEMS | | Kelly will send a call-out to the college asking for volunteers to serve on the planning committee. | | | | |
| **TOPIC: STAFF SHORTAGE (A. SUGGS)** | | | | | | |
| DISCUSSION | | A staff member was concerned that with the hiring of new faculty, there would not be enough staff to support them, specifically in the Accounting Department. | | | | |
| CONCLUSION | | The Staff Council decided it would be best to table this discussion until after the Dean’s announcement of the strategic plan restructuring, which would be explained during a Town Hall meeting with staff on June 18. This topic will be revisited during the July Executive Board meeting. | | | | |
| ACTION ITEMS | | N/A | | | | |
| **TOPIC: DELANEY RETIREMENT** | | | | | | |
| DISCUSSION | | Carol Delaney will be retiring in June after about seven years with CON. It was asked if anything would be done to celebrate her retirement. Kelly said the policy states you have to be with the College for 10 years in order to have a party or reception, but that it probably wouldn’t be a problem to have cake for her, if Carol wants it. | | | | |
| CONCLUSION | | May plan to have a cake if Carol agrees. | | | | |
| ACTION ITEMS | | Dawn to find out if Denise with AFHC was planning anything for Carol’s retirement and where it should be (AFHC or HPNP). Dawn will follow up with Denise and let the group know. | | | | |
| **TOPIC: SHARE DRIVE** | | | | | | |
| DISCUSSION | | The Staff Council folder on the share drive has been set up. Anna S. and Kelly have editing capabilities and all of CON can view the material in the folder. The agendas and approved minutes have been posted, as well as the mission/goals and forms. | | | | |
| CONCLUSION | | Agendas and minutes will be posted every month following approval from the Executive Board. | | | | |
| ACTION ITEMS | | N/A | | | | |
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| **TOPIC: STAFF POLOS** | | | | | | |
| DISCUSSION | | Anna S. set up an online order form for each staff member to fill out requesting their appropriate size for their polo. The deadline to fill it out is Monday (June 16). Kelly said she wanted to hold off on the paid orders because the dress shirts only mentioned women’s sizes and short sleeves. | | | | |
| CONCLUSION | | Staff polo order will close June 16. Then the polos and dress shirts will be available to order by faculty and staff. | | | | |
| ACTION ITEMS | | Kelly will follow up with the shirt company to ask about men’s long-sleeved dress shirt and women’s ¾ sleeve. | | | | |

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| Next Meeting | July 2, 2014 at 9 a.m.  Topics will include: Follow-up II (focus groups), III (Summer Picnic), and IV (staff structure/town hall meeting) and any other items as they come up. |

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| Adjournment | Meeting adjourned at 9:40 A.M. |