|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| UF CON Staff Council Executive Board | | | | | | |
| Minutes | | | JULY 2, 2014 | 9:00 A.M. EST | UF CON Staff Council Executive Board Meeting | |
|  | | | | | | |
| 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  Guests: Lisa McGehee, Morgan Rhoden, Joan Walker | | | | |
| EXCUSED | | N/A | | | | |
| ABSENT | | N/A | | | | |
| **Agenda topics** | | | | | | |
| Welcome | Welcome | | | | | |
| Minutes | Minutes from the June 11, 2014, meeting were approved | | | | | |
| **TOPIC: STAFF SATISFACTION FOCUS GROUPS (K.REID)** | | | | | |
| DISCUSSION | Kelly Reid informed the group that the focus groups went really well and there was a lot of good feedback from the staff. HR, who facilitated the focus groups, will put the information together and send it to Kelly. Kelly will send to the Executive Board members to look over and make sure there is no identifying information on any comments. Then it will go to the Dean for her review. There is the hope that we can present the results at the upcoming staff retreat, possibly with a Powerpoint with the main themes that came out of the sessions. Then perhaps it can be shared with the staff how the Dean plans to address some of the issues that were raised. | | | | |
| CONCLUSION | Staff focus groups results will be sent to Executive Board. Will hopefully discuss with staff at retreat. | | | | |
| ACTION ITEMS | Kelly will share results with the Executive Board when she receives them. | | | | |
| **TOPIC: SUMMER PICNIC (K.REID)** | | | | | |
| DISCUSSION | The summer picnic planning committee attended the meeting to discuss the next moves involved with the picnic. Kelly still needs to visit Denise’s home to see how the layout will work. It’s been decided that the College will rent a tent and provide hamburgers and hotdogs. It was estimated that about 100 people will attend the picnic and the time was decided for August 2 from 11 a.m. to 3 p.m. Lisa McGehee was tasked with pricing the tent rentals and reporting cost and size of the tent options, as well as table/chair rentals. Joan Walker said AFHC may have 4-6 tables available. Morgan Rhoden will create the online signup form for side items those attending will bring. The link will be included in the email invitation and RSVP with all the information about the picnic (including request for everyone to bring games, chairs/blankets to sit on) that Dawn Alexander will draft and send out to the College. Dawn is also in charge of activities for the picnic. Ideas for activities include swimming, cornhole, three-legged race, treasure hunt, balloon toss, volleyball, egg/spoon relay, beach ball. There was discussion about gluten-free food options, and Morgan will put that on the food signup. Joan will make the food labels so everyone will know what is gluten-free, vegetarian or allergy warning. Joan will also check with Denise about the grill. Denise had suggested having the food inside since it will be hot outside. Kelly will have to see if the layout is amenable to having people go inside to get food and then come back out or if it will create a bottleneck. It was decided the planning committee should try to meet at least once or twice more before the picnic and the next meeting will be July 11 at 3 p.m. in the NRC. | | | | |
| CONCLUSION | The committee is planning activities and food for the picnic. More information will be sent to the college in an email. | | | | |
| ACTION ITEMS | Dawn – Email CON with RSVP, food signup link, info about the picnic.  In charge of activities/games  Morgan – Creating the food signup  Lisa – Pricing the tent/table/chair rentals  Joan – Food labels, ask about grill, follow-up with AFHC tables | | | | |
| **TOPIC: STAFF SHORTAGE (A. SUGGS)** | | | | | |
| DISCUSSION | This topic was tabled from last month’s meeting to wait until the Dean’s Town Hall meeting with staff would clear up any questions regarding the new structure with the strategic plan. 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. There was discussion about the new structure under the strategic plan. There will now be two departments in the college, merged from the three that exist now. The extra program assistant from the third department is still being figured out. There will be a new administrator (Cimiotti), who will have a new staff member but the new admins that have been hired are not new positions. The new structure will not start until the new year and everything is still being worked out. UF HR is in the process of verifying that job titles are appropriately matched with job duties. The Staff Council agreed that while we all may feel overwhelmed with workload sometimes, there is no staff shortage and did not think the Dean was aware of one either. If the issue is brought to the group again, it will be revisited and discussed with the Dean. Anna Suggs will contact the staff member who initially brought this topic up to be discussed by Staff Council to see if he/she still feels there is an unbalanced workload or staff shortage. | | | | |
| CONCLUSION | The Staff Council decided there are still things being figured out with the restructure and strategic plan. The Staff Council doesn’t believe there is a staff shortage, but is happy to revisit it if needed. | | | | |
| ACTION ITEMS | Anna S. will contact the staff member who brought the agenda item to the group to see if this is still a concern. | | | | |

|  |  |
| --- | --- |
| Next Meeting | August 6, 2014 at 9 a.m.  Topics will include: Follow-up III (Summer Picnic – survey attendees), and Weight Loss Challenge. |

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