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| UF CON Staff Council Executive Board |
| Minutes | August 6, 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 |
| EXCUSED | N/A |
| ABSENT | N/A |
| **Agenda topics** |
| Welcome | Welcome |
| Minutes | Minutes from the July 2, 2014, meeting were approved |
| **TOPIC: SUMMER PICNIC RECAP (K.REID)** |
| DISCUSSION | The Inaugural CON Picnic went very well. There was only positive feedback given, besides the complaint that it was very hot outside. Dawn said that there would have been more games if the weather was not so hot. Kelly reminded the group that when a committee is formed under the Staff Council, the committee is charged with reporting back to the Executive Board before any final decisions are made for approval. The picnic planning committee, while they did a great job, made decisions for the picnic without consulting first with the Executive Board, for example the picnic crew T-shirts. The chair of any committee that is formed for the Staff Council should always report back to the Board.There were many people who attended the picnic who liked the T-shirts that were worn by the planning committee and Staff Council members. The shirts were worn by these people to distinguish them if anyone had questions about the picnic. The shirts were bought from Wal-Mart by Joan Walker and an acquaintance of someone who goes to AFHC donated the services to have the words printed. The suggestion was made for next year to have T-shirts available to everyone, but have the crew shirts be a different color.It was recommended to hold the picnic in the spring next year so it won’t be so hot. The fall wouldn’t work because the weekends are too busy with football, etc. The Staff Council was asked to look at dates in early spring for next year’s picnic.A staff member asked if we should have a fundraiser to help pay for the tent and the meats for the picnic. The Executive Board discussed and had several questions: Where would the money that was raised be deposited? Would it be kept off the books? Would the rental company rent us the tent if the money wasn’t coming from the university? The dean paid for the meats (hamburgers/hot dogs) personally, CON paid for the tent ($370), the tables and chairs came from AFHC. The Executive Board decided since there aren’t too many funds associated with the picnic, a fundraiser would not be needed.A staff member also asked if it would be possible to present employee awards at the picnic. The group decided that this might not be appropriate for the picnic because not everyone is able to participate in the picnic. Also the picnic is meant to be casual/fun without a formal program. It was decided staff awards would be more appropriate at the staff retreat. |
| CONCLUSION | The picnic was a success. Committees should remember to report to Executive Board before any decisions are made. The picnic will be held next year in the spring. T-shirts may be made available to all picnic attendees. There would be no fundraiser for the picnic. The picnic will remain casual without awards given out. |
| ACTION ITEMS | Executive Board members should look into possible dates in the spring to hold next year’s picnic. |
| **TOPIC: STAFF RETREAT (A.SUGGS)** |
| DISCUSSION | It was asked if there will be a staff retreat this year. Usually the staff retreat is held in the spring, but it has been pushed back this year. October or November are possible dates to hold the staff retreat (Oct. 31 or Nov. 14). The Staff Council was asked to help plan the staff retreat. Over discussion, the question came up whether that would be impeding on job duties of the office manager. It was decided that the Staff Council will help with the staff retreat this year by taking part of the agenda to present the results of the staff focus groups to all of the staff. It was recommended to hold the retreat at the Staughn Center because it’s a nice space, close by, and very cheap to rent ($75). There is a budget for the staff retreat, but the Executive Board is unaware of what it is. |
| CONCLUSION | The Staff Council will present the staff focus group results during this year’s staff retreat. |
| ACTION ITEMS | Kelly will work with Sharon Milton-Simmons to get the Staff Council on the agenda for the staff retreat. Kelly will also recommend to Sharon that the Straughn Center is a good location for the retreat. |
| **TOPIC: DEPARTMENTAL STAFF RETREATS (A. SUGGS)** |
| DISCUSSION | A staff member asked if there is a policy regarding departmental staff retreats and if there are any guidelines. There are no policies for individual departments holding private staff retreats. It is up to each department whether they choose to have one. |
| CONCLUSION | Departments may decide to have their own retreats. |
| ACTION ITEMS | N/A |
|  | **TOPIC: HOLIDAY PARTY IDEAS (A. SUGGS)** |
| discussion | A staff member recommended instead of having a traditional holiday party, we have a bonfire instead. Karen shared that the deposit has already been paid on the Thomas Center for this year’s holiday party. The Dean has decided to stick with the traditional holiday party because everyone looks forward to getting dressed up and getting together. The date of this year’s party will be Tuesday, Dec. 9. Instead of Roger the Music Man, we would like to have a DJ instead. If anyone has any recommendations for DJs, please share. |
| conclusion | The traditional holiday party will continue. The holiday party will be Dec. 9 at the Thomas Center. |
| action items | N/A |
|  | **TOPIC: WEIGHT LOSS CHALLENGE (K. REID)** |
| discussion | It was discussed that now may not be the best time to start a weight loss challenge with the holidays coming up. It was decided it would be better to start the weight loss challenge in January after everyone is ready to lose weight. It will be discussed at the November Staff Council meeting |
| conclusion | The weight loss challenge will start up in January.  |
| action items | Follow up during November meeting. |
|  | **TOPIC: ASSET MANAGEMENT/PROPERTY (K. REID)** |
| discussion | For staff who have to certify property, it is very uncomfortable for them to be asked to list their home address as the address the property is being stored. Todd Fraser explained that the property has to be tracked and the college can’t afford to have a scanner to track it. The letter states that it is taken home; however Todd says that the system has that the property isn’t taken home by staff. Kelly was concerned because when staff sign off as responsible for this property, we are signing off with our home addresses. We don’t see what’s in the system or what we are signing and that makes us uncomfortable. It says in the property certification that you are not allowed to list your work address, but Todd said that you can and should list the work address. Todd will send an email to the college instructing people in charge of certifying property that if it is kept at the college, they should use the work address when certifying it. |
| conclusion | Staff are allowed to use the campus address when certifying property, although it instructs not to. This certification process is only used for tracking purposes only. |
| action items | Todd Fraser will send an email to the college explaining the tracking procedures and that staff may use their campus address when certifying property. |
|  | **TOPIC: WELCOME NEW HIRES (A. SUGGS)** |
| discussion | It would be a nice idea to have new faculty and staff members welcomed to the college with an email and photo giving background, office number and duties of the new employee. This is a nice way to get to know the new hires. There was discussion about if there is a CON staff orientation and whether some new employees are taken around the college and introduced to everyone. Kelly said there is an orientation packet with a resources sheet. It would be nice to have a Powerpoint on the share drive with facts about the college and important information to know about the college so that new employees may access it and familiarize themselves. New employees should also be directed to the faculty/staff web profile pages so that they may familiarize themselves with fellow faculty/staff. Kelly will talk to the Dean about the departments sending a welcome email for new employees (similar to the one Dr. Bradley did with Tiffany Jackson and Mailing Pauzauskie).  |
| conclusion | A welcome email is a good idea. A new employee resources packet on the share drive is also something to look into creating. |
| action items | Kelly will talk to the Dean about welcome emails coming from their departments. |
|  | **TOPIC: MISCELLANEOUS** |
| discussion | Kelly Reid is involved in the UF Campaign for Charities fundraiser. The three colleges (Nursing, Pharmacy, and Public Health and Health Professions) are planning a field day fundraiser. Kelly will talk to the Dean about the CON’s involvement. It is planned for Thursday, Oct. 16. This fall, Anna Suggs will be unavailable for Executive Board meetings Wednesday mornings because of class. The group decided to now hold them (starting next month) Wednesday afternoons at 3 p.m. |

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| Next Meeting  | August Sept. 2, 2014 at 3 p.m.Topics will include: Staff retreat (focus groups presentation); update on welcoming/introducing new hires |

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| Adjournment | Meeting adjourned at 10:20 A.M. |