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| UF CON Staff Council Executive Board |
| Minutes | September 3, 2014 | 3:00 p.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 August 6, 2014, meeting were approved |
| **TOPIC: STAFF MERIT RAISES (K.REID/A. SUGGS/T. FRASER)** |
| DISCUSSION | Several staff members voiced concern, through contact with Executive Board members, about the method used to distribute merit raise funds amongst staff. Specifically, questions were about the logic of the raise increments for each evaluation score because the amounts were not even across all evaluation score levels. For example, the raise amount for an evaluation score of 4.00 received a $1,125 increase and the very next score of 4.25 received an increase of $1,500, a difference of $375. Other increases between score levels included $200, $300, $275, $350 and $150. It was not clear how these increments were decided. In the previous Administration Council meeting, there was also a question about the amounts; however, the only change to the increment table since that meeting was the deletion of $750 for an evaluation score with no eligible staff members. Discussion ensued about where that $750 went since it wasn’t on the final raise table and why it wasn’t distributed among the remainder of the staff. Another concern was why the merit raises required an average of the last three evaluation scores instead of just the last evaluations due to previous leadership’s discouragement of supervisors to give an “Exceeds” (score of 5) on the evaluations. Todd Fraser provided the explanation for the staff merit raise questions. There was a 2.5% raise pool given to the College for all eligible staff in the College. T. Fraser and Dean McDaniel developed a scale for raises and backed into the amounts where the amounts at each level had to be adjusted based on the number of evaluations at each level. The need for the adjustments was because the total of all staff raises could not exceed the total raise pool given to the College by the State. The faculty members were given a merit raise last year based on their previous three years’ evaluations, so this year’s faculty merit raise was starting over with just the most recent evaluation. Staff did not receive a merit raise last year, so the last three evaluations were averaged to find the merit raise amount. The averaging was done so that no one bad year would harm a staff member’s raise amount. The $750 raise level was taken out because there were no staff members with the rating associated with that raise level amount. Since there was no number to associate with that level, there was no actual money to distribute for the raise level anyway. Todd explained that he had developed emails in response to several staff that had already gone directly to him inquiring of the justification for the merit raise amounts. He said he would send the email to Kelly to help further explain how the amounts were determined for those staff members who were still concerned.Because the Staff Council Executive Board is the official representation and voice of the entire staff at the College of Nursing, it was questioned why the Executive Board was not at least consulted in the decision on how merit raises should be distributed amongst staff. Although the Dean should absolutely know that staff are appreciative of the merit raise, perhaps in the future, staff should have some input into the decision-making process for staff raises.  |
| CONCLUSION | The staff is happy to be given a raise increase at any time. Any staff member who would like further explanation of how the staff merit raises were determined, are to contact an Executive Board member for the email that Todd developed that explains the process. In the future, Staff Council Executive Board requests to be involved in decision-making processes that affect staff. |
| ACTION ITEMS | Todd will send the staff merit raise justification email to Kelly to pass along to other staff members who are concerned with how the raise amounts were determined.  |
| **TOPIC: ASSET MANAGEMENT (K. REID/T. FRASER)** |
| DISCUSSION | The asset management and property certification issue was raised at the last (August) Staff Council meeting because staff were concerned with putting their home address on property that is kept at the College. It was determined that that will no longer be the way of certifying property starting next year. Although it is too expensive for the College to buy a scanner for property, there is one that can be borrowed once a year from UF Property. The scanning of the property will probably fall on the person who certifies the property anyway, or possibly one person in each department. How it will be scanned and who will be doing it is still to be determined and hoping to make the scanning be in the least intrusive way possible. The person who certified it previously will still be considered the property coordinator for that item (although they are not personally responsible for the item(s), they should still know the item(s) location when it comes time to scan the item(s)). Todd is the official UF property custodian for the College. |
| CONCLUSION | Staff will no longer be asked to take personal responsibility of certifying property with their home addresses. A scanner will be borrowed to certify property once a year from UF Property. |
| ACTION ITEMS | N/A |
| **TOPIC: STAFF RETREAT (K. REID)** |
| DISCUSSION | The College of Nursing All-Staff Retreat will be held Nov. 14. UF HR has agreed to present on the staff focus group results and discuss the most prominent themes that emerged from the focus groups. This will be a 30-minute presentation. The Executive Board will then answer any questions from the staff regarding the focus groups results. After a team-building exercise, the Executive Board will then present to the staff about the progress of the Staff Council after its first six months. Kelly will develop a presentation that starts with the Staff Council task force and development of bylaws and then go over all of the Staff Council meeting agendas and find the key points to discuss with the rest of the staff. Side note: Committee guidelines need to be added to the bylaws. Todd volunteered to work on this. |
| CONCLUSION | The Staff Council Executive Board will present at the staff retreat Nov. 14. “How the Staff Council Works For You.” |
| ACTION ITEMS | Kelly and Dawn to draft a PowerPoint with the key points from the inception of the Staff Council and send it to the rest of the Executive Board for review. Todd will work on adding committee guidelines and purposes to the Staff Council bylaws. |
|  | **TOPIC: CON SHIRT ORDER (K. REID)** |
| discussion | The shirt orders from faculty and staff who want to purchase a logo-embroidered dress shirt or polo are slowly coming in. The deadline is Sept. 6, but it will probably be extended. Kelly will send an email extending the deadline to hopefully increase the orders. It was asked if a shirt or two would be a good door prize for a staff member (or two) to win at the staff retreat. Karen will ask the Dean if she’d like to donate one or two shirts for this. These shirts can be ordered later to guarantee the door prize winner will receive his/her correct size. |
| conclusion | The shirt order deadline will be extended.  |
| action items | Kelly to send email extending shirt order deadline. Karen to ask Dean McDaniel if she’d like to donate one or two dress shirts for the staff retreat door prizes. |
|  | **TOPIC: CAMPAIGN FOR CHARITIES (K. REID)** |
| discussion | The three colleges within HPNP will get together Oct. 16 for a cookout and field day in the HPNP courtyard to raise money and awareness for the University of Florida Campaign for Charities. It will be 12-3 p.m. on Oct. 16. There will be BBQ, tug-o-war, cornhole, other games, and door prizes. Volunteers are needed. Dean McDaniel decided that the College will front the $285 (this is the amount that each of the three colleges are responsible for – total of $855) needed to secure the food and tables for 150 plates. The cost is $7 for a plate and field day registration. The Dean also agreed to donate a basket for the door prize giveaway.  |
| conclusion | Everyone is encouraged to register and participate in the UF Campaign for Charities event on Oct. 16 in the HPNP courtyard. |
| action items | Kelly to ask Susan Crowley if there’s an easy way to transfer the money from registration from the Dean’s Excellence Fund to the UFCC fund (in case the registration system iModules can be used for online credit card payments). |

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| Next Meeting  | August Oct. 1, 2014 at 3 p.m.Topics will include: Staff retreat (PowerPoint overview, two shirts for door prizes); committees added to Staff Council bylaws, Spring picnic dates |

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| Adjournment | Meeting adjourned at 4:30 P.M. |