|  |
| --- |
| UF CON Staff Council Executive Board |
| Minutes | october 15, 2014 | 3:00 p.M. EST | UF CON Staff CouncilExecutive Board Meeting |
|  |
| Meeting called by | UF CON Staff Council Executive Board |
| Type of meeting | Face-to-face |
| Facilitator(s) | Kelly Reid |
| PRESENT | Kelly Reid, Todd Fraser, Dawn Alexander, Anna Suggs |
| EXCUSED | Karen Bender |
| ABSENT | N/A |
| **Agenda topics** |
| Welcome | Welcome |
| Minutes | Minutes from the Sept. 3, 2014, meeting were approved |
| **TOPIC: STAFF COUNCIL MINUTES (A. SUGGS)** |
| DISCUSSION | A staff member expressed some confusion after reading the August 2014 Staff Council meeting minutes. Therefore, A. Suggs requested that all Executive Board members take a step back when reviewing the minutes and read them as someone who may not have been present at the meeting.  |
| CONCLUSION | By taking a closer look, the minutes will hopefully end any confusion for the staff. |
| ACTION ITEMS | All Executive Board members are to carefully review minutes from now on. |
| **TOPIC: STAFF RETREAT (K. REID)** |
| DISCUSSION | As previously mentioned, UF HR Organization and Training will present at the all-staff retreat on Nov. 14 for 30 minutes. The presentation will be on the major themes that arose from the staff focus groups. The Staff Council Executive Board will then be allotted 30 minutes to present to staff about how Staff Council is working for them. Kelly Reid shared with the group the draft of the presentation and the group gave recommendations/edits. |
| 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 will continue to work on the PowerPoint with the key points from the inception of the Staff Council. The group will review it one more time during the November meeting before the Nov. 14 staff retreat. |
|  | **TOPIC: COMMITTEES ADDED TO STAFF COUNCIL BYLAWS (T. FRASER)** |
| discussion | Todd Fraser shared the wording he drafted to have a section on Committees for Staff Activities added to the Staff Council bylaws. The group reviewed and made recommendations. The amendment will be presented for approval by all of the staff during the staff retreat. K. Reid will also present as an FYI during the General Faculty Meeting. |
| conclusion | The committees amendment will be added to Staff Council bylaws after approval of staff during staff retreat Nov. 14. See attached document for the proposed committee bylaw. |
| action items | K. Reid will give an FYI to faculty during next GFM. |
|  | **TOPIC: POSSIBLE SPRING PICNIC DATES** |
| discussion | The CON faculty/staff picnic will be moved to the spring since it was so hot during the summer. The Executive Board discussed possible dates, which included: March 14, 21, 28; April 18; May 11. K. Reid will ask Dean McDaniel her preference. |
| conclusion | Several spring options were discussed for the spring picnic date. Final date will be decided on based on the master calendar and Dean McDaniel. |
| action items | K. Reid to ask Dean McDaniel which date works best for the spring picnic: March 14, 21, 28; April 18; or May 11. K. Reid will follow up next month. |
|  | **TOPIC: STAFF COUNCIL ON CON WEBSITE** |
| discussion | There was discussion about having a webpage for the Staff Council on the College’s website. Content will include: Staff Council mission statement, goals, announcements, minutes, agendas, Executive Board member profiles with photos. A. Suggs will start drafting the webpage using the ideas above. Executive Board members were asked to look at other university/college staff council webpages to get an idea of what we can include. |
| conclusion | The CON Staff Council will have a webpage. |
| action items | A. Suggs will start working on the draft of the Staff Council webpage and will bring it to the November meeting for review. The rest of the group was asked to look at other colleges for ideas. |

|  |  |
| --- | --- |
| Next Meeting  | Nov. 5, 2014 at 3 p.m.Topics will include: Staff retreat (PowerPoint overview); Spring picnic dates; website; Transition report from K. Reid |

|  |  |
| --- | --- |
| Adjournment | Meeting adjourned at 3:50 P.M. |