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| College of Nursing | Staff Council  Executive Board Meeting | | |
| 4.12.2017 | 2:00pm | HPNP 4212 |
| Presiding | Kenneth Foote | |
| Recording | Marina Bezesky | |
| Present | Ellen Sattler | |
| Excused | Kelly Reid, Tracy Wright | |

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| **Minutes** |
| Minutes from the March 22, 2017 meeting were approved. |

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| 1. STAFF COUNCIL MEETING TIMES | | |
| Discussion | Discussed everyone’s availabilities to meet for the summer. | |
| Conclusions | The Board will try to set up a monthly time and location to meet based on everybody’s availabilities. | |
| Action Items | | Deadline |
| Marina will send out an e-mail to the Executive Board to inquire about meeting on the 1st Monday of every month at 2pm. | | Week of meeting |

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| 1. UPDATE STAFF COUNCIL PAGE ON CON WEBSITE | | |
| Discussion | The information on the Staff Council Page on the UF CON website needs updating. | |
| Conclusions | A new picture of the Executive Board members needs to be taken along with updating everyone’s contact information. | |
| Action Items | | Deadline |
| Ellen will coordinate a time with Danean to get a picture done. | | Before the next meeting |

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| III. CREATING INTERNAL OPERATING PROCEDURES (I.O.Ps) FOR EACH MEMBER ROLES | | |
| Discussion | The President proposed the idea of creating an (Internal Operating Procedure (I.O.P) for everybody’s roles. | |
| Conclusions | Will table this discussion until the next Staff Council meeting due to absences. | |
| Action Items | | Deadline |
| Marina will create an I.O.P as an example for her role as the Secretary. | | Before the next meeting |

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| IV. STAFF KUDOS | | |
| Discussion | The new Staff Kudo’s e-mail revamp was a success. The feedback received was great and hope to continue bringing awareness to the Staff. | |
| Conclusions | We will keep trying to improve the Kudos process and hopefully transition to an online form instead of the paper format used currently. | |
| Action Items | | Deadline |
| Make the Kudos process more efficient by creating an online form. | | TBA |

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| ADJOURMENT AND NEXT MEETING | |
|  | Motion made and seconded to adjourn. Meeting adjourned at 2:30 pm. |
| **Next Meeting:** | **May 1st, 2017.** |