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| College of Nursing | Staff Council  Executive Board Meeting | | |
| 5.8.2017 | 2:00pm | HPNP 4212 |
| Presiding | Kenneth Foote | |
| Recording | Marina Bezesky | |
| Present | Kelly Reid, Tracy Wright | |
| Excused | Ellen Sattler | |

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| **Minutes** |
| Editorial changes were made to the April 12, 2017 minutes. |

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| 1. NEW BUSINESS: STAFF REPRESENTATION ON CAMPUS | | |
| Discussion | Ken welcomed a guest staff member and opened the floor for a discussion. The staff member brought up the topic of staff representation on campus committees. The issue is that UF HSC staff are not be granted access to purchase decals of their choice and are restricted to purchase only green, blue or official business. | |
| Conclusions | Staff would like more involvement and have a voice on campus committees, Parking and Transportation in particular. | |
| Action Items | | Deadline |
| Ken will research options regarding possible staff representation on the Parking and Transportation Committee. | | Before the next meeting |

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| III. SUB-COMMITTEES | | |
| Discussion | The proposal of potentially setting up a Professional Development Sub-Committee to assist with staff development and growth. Although the traditional Staff Retreat is great, many Executive Board members believe the College of Nursing staff could benefit from having less formal, but more frequent Professional Development seminars within the college. | |
| Conclusions | A bi-yearly Professional Development Sub-Committee to promote individual growth and meaningful conversation among staff has been discussed with the Dean. | |
| Action Items | | Deadline |
| Ken will look into getting this Sub-Committee started. | | Before the next meeting |

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| IV. CREATING INTERNAL OPERATING PROCEDURES (I.O.Ps) FOR EACH MEMBER ROLES | | |
| Discussion | Ken proposed creating an (Internal Operating Procedure (I.O.P) for the Executive Board member roles. | |
| Conclusions | Will table this discussion until the next Staff Council meeting due to busy time of year. | |
| 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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| ADJOURMENT AND NEXT MEETING | |
|  | Motion made and seconded to adjourn. Meeting adjourned at 2:40 pm. |
| **Next Meeting:** | **June 5, 2017** |