|  |
| --- |
| UF CON Staff Council Executive Board |
| Minutes | November 4, 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, Karen Bender |
| EXCUSED |  |
| ABSENT | N/A |
| **Agenda topics** |
| Welcome | Welcome & Executive Board group photo |
| Minutes | Minutes from the Oct. 15, 2014, meeting were approved with changes. For clarification of topic discussed, a copy of the Committee Bylaws will be included as an attachment for reference. |
| **TOPIC: ALL-STAFF RETREAT STAFF COUNCIL PRESENTATION (K. REID)** |
| DISCUSSION | Kelly Reid shared a new draft of the Staff Council presentation that will be presented at the staff retreat on Nov. 14. Members of the Executive Board made suggestions for the document. Kelly said she will make the corrections and resend to the group. |
| CONCLUSION | Staff Council presentation will take place during staff retreat. |
| ACTION ITEMS | Kelly will make corrections to the Staff Council presentation and resend to the group for approval before the Nov. 14 staff retreat. |
| **TOPIC: SPRING PICNIC DATES (K. REID)** |
| DISCUSSION | No dates for the Spring Picnic have been selected yet. Karen will look on the Dean’s calendar to see if any of the preferred dates are open. |
| CONCLUSION | Spring Picnic date will be followed up on in December. |
| ACTION ITEMS | Karen will look on the Dean’s calendar for picnic date options and report to the group during the December Staff Council meeting. |
|  | **TOPIC: STAFF COUNCIL ON WEB (A. SUGGS)** |
| discussion | Anna S. worked on getting the Staff Council information on the College of Nursing website. It is currently under the “About” tab on the home page. The pages include the Staff Council overview, mission, goals and a link to the bylaws; the Executive Board duties and introduction of members; links to all agendas and approved minutes. The group looked at print-outs of the pages, but Anna was asked to send the links for further approval. The web pages will be included in the Staff Council presentation made during the staff retreat. |
| conclusion | Information about the Staff Council can now be found on the CON website.  |
| action items | Anna S. will send the link to the web pages to the Executive Board for approval. The link will be included in the Staff Council presentation to share with the rest of the staff during the retreat. |
|  | **TOPIC: TRANSITION REPORT (K. REID)** |
| discussion | Kelly is on the task force formed to help the College through the transition process. She wants to make sure the staff is aware of the transition and to urge staff to educate themselves on all of the different components of the transition. All staff members are encouraged to come to Kelly with any questions or concerns about the transition. A general concern or question for staff may include: How will the transition impact my job? She also encourages the Executive Board to be the liaison for their staff departments in regard to sharing transition information to their respective areas.  |
| conclusion | Staff members are encouraged to ask questions about the transition and come to Kelly, who is on the transition task force, with any concerns or questions. |
| action items | Kelly will continue to keep the Executive Board informed on transition updates. |

|  |  |
| --- | --- |
| Next Meeting  | Dec. 10, 2014 at 3 p.m.Topics will include: Spring Picnic dates, recap of staff retreat and presentation, update on CON transition. |

|  |  |
| --- | --- |
| Adjournment | Meeting adjourned at 4:10 P.M. |