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| UF CON Staff Council Executive Board |
| Minutes | March 4, 2015 | 9:00 a.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, Todd Fraser, Dawn Alexander, Anna Suggs, Karen Bender |
| EXCUSED |  |
| ABSENT | N/A |
| **Agenda topics** |
| Welcome | Welcome |
| Minutes | Minutes from the Feb. 11, 2015, meeting were approved. |
| **TOPIC: SPRING PICNIC (K. BENDER/K. REID)** |
| DISCUSSION | Dawn gave an update on the March 28 CON picnic planning. It will be held at Poe Springs Park Lodge from 11 a.m. to 3 p.m. The facility is reserved and paid for ($100). It includes a kitchen, BBQ grill, tables, chairs, pavilion, playground, volleyball, springs. The park is free admission. Joan Walker and Ashley K. have volunteered to serve on the planning committee. They will meet March 5 during lunch. Dawn agreed to get an announcement drafted to send to CON for the food sign-up. Karen will ask the Dean if she will supply the meat (burgers/hot dogs). A special executive board and planning committee meeting was scheduled for March 18 at 9 a.m.  |
| CONCLUSION | Picnic will be March 28. Will form planning committee and look at venues. |
| ACTION ITEMS | Kelly will send email asking for volunteers for the picnic planning committee. Anna S. will send picnic venue poll results from last year to Dawn. Dawn will look into venues and follow up with the group. |
| **TOPIC: TRANSITION REPORT (K. REID)** |
| DISCUSSION | There was no transition meeting since the last Staff Council meeting so there is no new information to report. Kelly will add to the agenda if there is a meeting in the future. |
| CONCLUSION | Transition report will be provided if needed in the future. |
| ACTION ITEMS | N/A |
|  | **TOPIC: HEALTHY LIFESTYLE CHALLENGE (K. REID)** |
| discussion | The Healthy Lifestyle Challenge is going well. The potluck was scheduled for March 11 but CON decided to opt out of the potluck challenge. We will do a salad lunch instead possibly the following week. Kelly or Anna S. will send an email on Friday to the CON HLC participants about a lunch exercise on Monday in G201.  |
| conclusion | A lunctime workout will be scheduled for Monday, March 9, and subsequent Mondays if it’s well-attended. |
| action items | Kelly or Anna S. will send email about lunch workouts. |
|  | **TOPIC: SANTA FE COLLEGE CAREER SERVICE COUNCIL** **(K. REID)** |
| discussion | Kelly and Anna S. attended the Santa Fe College Career Service Council in February. The Career Service Council is their college-wide staff council. It is used instead of HR for many staff concerns/issues. They have a budget of about $15,000 through private donations and the president’s budget. They do grievances, scholarships and allowances for unexpected staff emergencies. The Career Service Council also sits on the Santa Fe College shared governance and they are in the process of writing a constitution to be recognized by their Board of Trustees. They’ve agreed to send it to Kelly when it’s finished so we can use it as a guide to write our own. Our plan with UF is to start visiting other colleges within the Health Science Center to encourage them to develop their own college staff council. Eventually, we can have a combined HSC staff council and then later down the road work toward a university-wide staff council. |
| conclusion | Encourage other HSC colleges to develop staff councils to make a combined HSC staff council with representative(s) from each college. |
| action items | Kelly has been in discussion with some of the HSC colleges. She will continue to reach out to them. |
|  | **TOPIC: BIRTHDAY CAKES (K. BENDER)** |
| discussion | Karen reported that the inaugural birthday cake celebration was well-attended at the beginning of the month, despite it being spring break. There were about 25 faculty/staff that attended. For Jacksonville and the Archer Family Health Care campuses, there will be one cake provided for the months in which those locations have one or more birthday. It was suggested that those whose birthdays are being celebrated should stand during the happy birthday song so that everyone knows who to sing to. |
| conclusion | As assistant chair, Karen will continue managing the birthday cake celebration every month. Jacksonville and AFHC will get cakes on the months they are celebrating at least one birthday.  |
| action items | N/A |
|  | **TOPIC: STAFF COUNCIL BYLAWS (K. REID)** |
|  | The birthday cake celebration management will be the duty of the vice chair from now on. Kelly suggested changing “Chair” to “President” and “Assistant Chair” to “Vice President.” Karen will make add the cake duties to the assistant chair’s duties in the bylaws. After sending the changes to the Dean for approval, Kelly will send these changes to the staff via email to ask if anyone objects. She will send to the faculty as an FYI after it is approved. Anna S. will update the bylaws on the website and share drive (including the addition about committee bylaws). |
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| Next Meeting  | April 1, 2015 at 9 a.m.Topics will include: Spring Picnic recap, bylaws |

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| Adjournment | Meeting adjourned at 10:15 A.M. |