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| UF CON Staff Council Executive Board | | | | | | | | |
| Minutes | | | | April 13, 2015 | 8:30 a.M. EST | UF CON Staff Council Executive 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 March 4, 2015, meeting were approved. | | | | | | | |
| **TOPIC: SPRING PICNIC RECAP (D. ALEXANDER)** | | | | | | | |
| DISCUSSION | Dawn gave a recap on the March 28 CON picnic. She said there was a lot of positive feedback, especially on the location and the price. Al’s (Sharon Milton-Simmon’s husband) grill was very helpful with cooking the hamburgers and hotdogs. There were 78 RSVP’ed for the picnic and probably 50-60 attended (including children). The group discussed more involvement is needed in the planning committee, especially faculty involvement. The suggestion was made to have the Dean make an announcement at GFM requesting more faculty involvement. Also, more staff need to be solicited to attend the picnic to make it a college-wide event. And planning needs to begin in November to have better attendance next March. | | | | | | |
| CONCLUSION | Picnic was a success. Start the planning process in November this year for next year’s picnic. | | | | | | |
| ACTION ITEMS | For next year’s picnic, ask the Dean to make an announcement at GFM requesting faculty be part of the picnic planning committee. | | | | | | |
| **TOPIC: BYLAWS (K. REID)** | | | | | | | |
| DISCUSSION | We need to follow up on the posting of the newly approved bylaws to the Staff Council on the website and the share drive. | | | | | | |
| CONCLUSION | Post bylaws. | | | | | | |
| ACTION ITEMS | Approved bylaws need to be posted to the Staff Council website and share drive. | | | | | | |
|  | **TOPIC: FOLLOW-UP STAFF SATISFACTION SURVEY (A. SUGGS)** | | | | | | |
| discussion | There were HR-led staff satisfaction focus groups last summer. Following up one year later is a good idea to find out how staff is getting along now. The group agreed July would be a good time to send an anonymous survey to the staff using the results from the focus group last year. Kelly Reid will ask the Dean for approval first. | | | | | | |
| conclusion | A possible anonymous staff satisfaction survey will be sent out in July. | | | | | | |
| action items | Kelly will ask the Dean for approval first. | | | | | | |
|  | **TOPIC: STAFFING ISSUES (K. REID)** | | | | | | |
| discussion | Kelly was asked to discuss FedEx delivery problems with Staff Council. FedEx has to deliver to 2207, Amelia’s office. Because Amelia is often out of her office running errands and doing the mail, FedEx is unable to deliver packages to her office. And they are not allowed to deliver to any other office. Kelly will work with Sharon Milton-Simmons, Amelia Greenlee and Charlotte Nagy (who mainly handle orders) about specifying and additional drop-off location on FedEx mailing instructions in case the original person is not available to sign for the package.  Kelly also shared that there have been more staff expressing feelings that areas of the college are under-staffed. The Staff Council agreed that these concerns need to go to a staff member’s immediate supervisor because Staff Council’s role is to advise CON administration. Kelly will inform the Dean of the staff concerns so she is aware. | | | | | | |
| conclusion | FedEx packages need to have additional address or drop-off location in case original addressee is not available.  Staffing concerns should be directed to immediate supervisors. | | | | | | |
| action items | Kelly will work with Sharon Milton-Simmons, Amelia Greenlee and Charlotte Nagy to address the package delivery. Kelly will also discuss staffing concerns with the Dean so she is aware. | | | | | | |
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| Next Meeting | | | May 6, 2015 at 9 a.m.  Topics will include: Staff satisfaction follow-up survey, Staff Council presentation on the website | | | | |

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| Adjournment | Meeting adjourned at 9:15 A.M. |