

College of Engineering Staff Council Meeting Minutes

August 14, 2019

In attendance: Jimmie Martin, Kel Hahn, Amy Long, Dale Davis, Jessica Clark, Melanie Smith, Josh Duruttya, Cindy Lane, Derrick Meads, Betsy Davies, Sue Mills, Dana Harrod, Callie Viens

Meeting called to order at 10:06AM

Derrick Meads called for the July 2019 meeting minutes to be approved, Jimmie Martin seconded the approval.

Upcoming Events:

Friday, August 16th is the Ice-cream Social. This year Aramark is providing the ice-cream.

Kimberly West, Chair of Health Science's Staff Council attended the COE staff council meeting to discuss what they have done and what they are hoping to accomplish in the future.

- **Events Calendar:**

- September: Blood drive
Attendance varies

- October: Harvest breakfast/silent auction

Dean of Health Sciences provides the breakfast, staff/faculty bring in items to auction off. Letters are also sent to local business requesting donated items (start communicating with businesses around July). People come in throughout the day and bid on the items. Each year a different cause is chosen on who benefits from the auction proceeds. Past causes have been Greenhouse 17 and Health Sciences Student Emergency Fund.

- December: Holiday Potluck

This is a Dean sponsored event in conjunction with Staff Council. The Dean of Health Sciences provides the meat and bread. Potluck for side dishes and desserts (Staff Council maintains the sign-up list).

- Beginning of May (around finals week): End of Year Staff/Faculty Awards

2 Staff awards (1 non-exempt and 1 exempt) and a student nominated staff award. Requirements/rules for winning the staff awards are that you can only win every 3 years, work in the Health Sciences college for at least a year. 5, 10, 15 year, etc. pins are also given out during the Awards ceremony.

Qualtrics survey is used for their nominations. Requirements are a paragraph of nomination and the nominations are anonymous. They do not have a clear standard of how they choose their staff winners, they had a metrics system for the first time this year, Kimberly wasn't sure if it made the process any better. Staff council is exempt from being nominated.

- Mid May/once the Spring semester is done: Staff Retreat

Health Sciences is provided a budget by their Dean, in the past it has been around 2K (they are a much smaller college than COE). The staff retreat consists of a presentation in the morning, a catered lunch in the Student Center. Events throughout the day included a yoga session, chair massages, cliff strengths training for the whole staff (40-50 staff). Attendance is good each year.

- Staff Council Facebook page:
Closed Facebook group for all staff. It's a great platform to engage and get information out. Information that Health Sciences post on their page is the Staff Council meeting minutes and they also do simple, not intrusive profiles of staff. They call this "Ice Breaker of the week", other staff on the Facebook page try and guess which staff is featured that week based on the questions answered. Health Sciences does not have an officer responsible for social media, in the past the Chair would usually post. Derrick requested to be added to Health Sciences staff Facebook page to see how they run theirs.
- Health Sciences Staff Council participation:
Health Sciences lets anyone who is interested in being in Staff Council join. There is no restriction on if more than one person from each department is involved.

What COE Staff Council is hoping to implement soon:

- COE Staff Facebook group: We really like the concept of this, there is a lot of involvement per Health Sciences Staff Facebook page with their staff.

Tasks to implement:

1. Set up social media page and start asking questions from staff to include on the page.
2. Get to know Staff Council post.
3. Would like this to help raise the prestige of Staff Council and inform the staff who they can go to about questions/concerns.
4. Include fun posts that get people involved, i.e. post your pets, etc.

Kel will draft an email for the department chairs to send out to their staff to let them know who is on the Staff Council.

UK Staff Senate Update: Derrick

- Derrick is on the election's subcommittee through UK Staff Council. That subcommittee is working to understand how staff perceive what the Senate does, they are in hopes to make the Staff Senate more prestigious, to show that it's also fun! Derrick would like to implement some of those same things to COE Staff Council.

Tasks to complete by the September Staff Council meeting:

Upcoming events: Derrick to remind staff/faculty about upcoming UK Football tailgates and to RSVP.

Betsy will work on the Event Survey to send out to COE staff to determine what events staff are interested in to help plan our events throughout the year.

Start thinking more about a COE Staff retreat, to continue the discussion of a proposal, budget and goals. Ideas discussed that we could include in the COE Staff Retreat (which is mostly free through UK services):

-Yoga, self-care with puppies (promotes positivity), chair massages and acupuncture

Meeting adjourned at 11:04AM.