

## College of Engineering Staff Council Meeting Minutes

June 18, 2019

*In attendance: Cindy Lane, Sue Mills, Callie Viens, Josh Duruttya, Melanie Smith, Megan Kidd, Betsy Davies, Michelle Mossey, Amy Long, Beth Lutin, Derrick Meads, Dale Davis, Dana Harrod*

Meeting called to order at 10:02AM

Reviewed and approved May Staff Council Meeting Minutes

### Events:

- Pazzo's event on 6/13 had a 100% increase than the previous Pazzo's event on 4/25.
- The College of Engineering is hosting a Lexington Legends game event in July, the council agreed that it would be best to cancel the July hotdog event. It was decided that we will try and have an ice cream event in August, Betsy will contact Crank and Boom to check for prices.

### Staff Council Events Survey:

- Megan made a document with ideas for events and possible questions to ask in the survey (see attachment).
- Josh suggested that we send out the 1<sup>st</sup> survey to all COE staff asking what events/activities they would be interested in and to also send out a 2<sup>nd</sup> survey asking if what they wanted was accomplished and if they have any suggestions.
- Suggestions from the council for events (in addition to the word document events) included:
  - Community Service, possibly pair with a COE student organization
  - Family outing to a local orchard in the Fall

Betsy will build out the survey and send out to the Staff Council for any suggestions.

### Staff Council By-Laws:

- Council members made edits on the following:
  - Addition of Staff Senate Liaison
  - Treasurer: Currently we do not have a set budget, will reevaluate responsibilities if a budget is set. Current responsibilities include the treasurer will assist the event coordinator with financial transactions for events and keep a ledger balance of all expenses.
  - Event Coordinator: Addition of duty of maintaining event calendar and possibly sending out a monthly newsletter to all COE staff (showing what staff council has done and what we are planning to do).
  - Officers: Officers will be selected annually in July and will serve a two-year term; consecutive terms are not allowed. The chair elect serves one year then an additional year as chair.
  - Membership: Minimum of two years.

Attachment is included with the most updated Staff Council By-Laws.

### In conclusion:

Derrick will contact absent members to see if they are still interested in being apart of the Staff Council. He will also reach out to other COE departments to see if they would like one of their staff to be a representative on the Staff Council (i.e. CAT, Paducah Campus, Recruitment).

July meeting will be election selection.

Meeting adjourned at 11:12AM.

## Staff Council Social Activities Survey-after

Here are some ideas for the SC Social Activities I was thinking about.

- Staff Only
- Staff & Faculty
- Staff/Faculty & Family Outings (both or alone)

Being able to outline this information, and perhaps add a Staff Council Blurb in the Newsletter that goes out, or do we create our own newsletter?

1. What kinds of after-hours activities would you be interested in attending? (Short Answer-SA)
  - a. Ex: Pazzo's after work, Downtown Social area, Thursday Night Live
2. What has prevented you from attending in the past? (SA)
3. What could change your mind in attending in the future? (SA)
4. Would you be interested if CoE *hosted*(not sure this is the right verb) Family Outing Events?
  - a. Ex: CoE King's Island Day, Zoo, Park
5. Would you be interested in attending events with faculty?
6. Do you prefer Staff Council Events to always be staff only?
7. Would you be interested in monthly after-hours events?
8. Would you be interested in monthly luncheons with other staff members?
9. What are some suggestions you would like to give Staff Council on planning for the future?
10. Ask about opportunities for serving the community and volunteer opportunities
  - a. i.e. Habitat for Humanity, Food Drive, or helping our internal student organizations and their

I think I would ask questions along the lines of:

- Do you want to attend events with your staff in a social setting?
- If you answered yes, how often do you want to attend events? (Make this multiple choice.)
  - 1-2 times per year
  - 3-4 times per year
  - Every other month
  - Monthly
- What kinds of events appeal to you?
  - Meals (lunch or dinner)
  - Happy hours (with permission from supervisors to leave at 4:00 or 4:30 to attend)
  - Family friendly activities (zoo trips, aquarium trips, amusement park trips, pumpkin patch/apple picking trips, etc.)
  - Other: please provide suggestions
- Would you prefer lunch events, happy hour events, or weekend events?
- What days of the week would you prefer?
- What time of day would you prefer?

- Other ideas or suggestions?

I wonder if we can get \$10-\$15 to buy a choice of a starbucks or amazon gift card to raffle off to those who take the survey? Granted, they would have to provide an email address to do that on survey monkey. But we could make that optional – if they want to be considered for the drawing, please provide an email address. If they don't, no need to provide one.

That's what I have for now!

# Mission

To foster communication and group participation among staff from all units of the College of Engineering, and to serve in an advisory capacity to the College's Dean and/or Administration on issues relevant to staff.

# Officers

Staff Council officers consist of Chair, Chair Elect, Treasurer, Secretary, Event Coordinator, and a Staff Senate Liaison.

Officers are selected by acclaim annually in July and will serve a two-year term. Consecutive terms are not allowed. The Chair-Elect serves one year then an additional year as Chair.

# Chair and Chair-Elect

The Staff Council Chair does the following with the assistance of the Chair-Elect:

- Chairs monthly Staff Council meetings
- Disseminates information and addresses topics of interest and concern to College of Engineering staff
- Poses special issues or projects to the Council for consideration and action
- Notifies Staff Council representatives of upcoming meetings and reserves meeting room
- Solicits agenda items from Staff Council representatives
- Distributes agenda to Staff Council representatives
- Communicates Staff Council webpage and Staff Excellence Award guideline changes to the college webmaster. These changes are first approved by the Staff Council.
- Forms committee/project teams from among Council representatives to address special issues or undertake approved special projects
- Sends Council recommendations and/or reports on special issues to appropriate administrative personnel
- Maintain mission statement and bylaws
- The Chair Elect serves as Chair of the Staff Excellence Awards Sub-Committee

# Treasurer

- Keeps and maintains all financial transactions which involves income or expense
- Works with the Business Office to pay all expenses that may occur by the Staff Council
- Presents a fund report of balance and transactions monthly
- Assists the Event Coordinator with financial transactions for our events

## Secretary

- Record and prepare minutes of the Council meetings, noting if quorum is present
- Distribute meeting minutes to all Council members and other individuals
- Take roll call of members and proxies, and record members present and absent at all meetings of the Council
- Oversee election of officers

## Event Coordinator

- Notify Council members of events, i.e. calendar invites
- Maintain calendar for all events, committee elections, committee appointments, etc.
- Lead event logistics with committee support (including meeting refreshments)
- Communicate events college-wide

## Staff Senate Liaison

- Records minutes at Staff Senate meetings and shares with Staff Council
- Maintains communications with Staff Senate Chair

## Ex-Officio Representatives

The Assistant Dean for Finance and Administration. The Staff Council Ex-Officio representative is asked to:

- Attend Staff Council meetings as needed
- Take part in discussions, but as a non-voting representative
- Approve revisions to the Staff Council webpage as proposed by the Staff Council

New Ex-Officio representatives may be appointed by the Dean's office or requested by Staff Council representatives as needed.

## Staff Excellence Awards Sub-Committee

The Staff Excellence Awards Sub-Committee will administrate the awards process. The Chair Elect serves as Chair of the Staff Excellence Awards Sub-Committee. Four additional Staff Council members will also serve on the committee.

- Approve revisions to the Staff Excellence Award guidelines as proposed by the Staff Council

# Council Representatives

Staff Council representatives are staff of departments, centers, and administrative units within the College of Engineering. Appointment is at the discretion of the individual unit. Appointment is for a **minimum of two years**.

A simple majority of members in attendance shall constitute a quorum and is authorized to conduct the business of the Staff Council at any regular or called meeting. A majority vote by the Staff Council members present shall carry a motion. Voting membership shall be a show of hands or voice vote.

Staff Council representatives are asked to:

- Represent all staff within their respective units.
- Attend all Staff Council monthly meetings or coordinate a proxy.
- Forward recorded and approved Staff Council meeting minutes to respective unit staff colleagues.
- Assist with special projects delegated to or selected by the Council.
- Seek input from staff colleagues for meeting agenda items.
- Welcome and assist in the orientation of new staff members.
- Review and recommend changes/updates to the Staff Council webpage
- Record minutes at the monthly Staff Council meeting (on a rotating, volunteer basis)
- Assist with approved charitable projects.

## Goals and Strategies

### Goal 1: Create Community

- Assist in moving the College forward by creating a sense of community.
- Two All-Staff Meetings a year.
- Host two social gatherings a year, i.e. the Staff Ice Cream Social
- Host a charitable event each year, i.e. United Way, Habitat for Humanity, Food/Clothing Drives

### Goal 2: Communication

- Lunch and Learn: One every two months.
- Informal Dean Conversations: Possibly at an All-Staff Meeting.
- Staff Council Meeting update delivered to all staff after each meeting

### GOAL 3: Advise Administration

- Chair of Staff Council will bring issues to the college's administration and relay it back to Staff Council.

### GOAL 4: Advocate for Professional Development and Mentorship

- Staff Mentorship