

College of Engineering Staff Council Meeting Minutes

November 13, 2019

In attendance: Rob Hannigan, Jessica Clark, Derrick Meads, Jimmie Martin, Dale Davis, Judith Cromer, Cindy Lane, Kel Hahn, Sue Mills, Callie Viens, Dana Harrod, Amy Long, Lacey Hill (Recruitment – Staff Council Guest)

Meeting called to order at 10:02AM

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

Staff Retreat Discussion:

Jimmie is organizing the Staff Retreat, he asked if the Staff Council had any thoughts/ideas on what they wanted to the Staff Retreat to consist of.

Ideas discussed:

- Jessica suggested massage chairs and therapy dogs (both of which we can arrange through UK HR for no charge)
- Derrick has connections with an Acupuncturist, a Reiki Practicer, Aromatherapist and Masseuse that may be interested in participating.
- A personality trait workshop was also suggested (could go through UK HR for this)
- Dean Rudy to possibly do the Staff Retreat introduction

Only costs would be the space (1/2 of the ballroom) and food (coffee and sweets for breakfast and catered lunch).

Possible Staff Retreat dates are on a Thursday after the Spring 2020 semester ends.

Suggestion to have a Happy Hour at the end of the Staff Retreat.

Derrick recommended that for a future meeting we could invite an HR representative (with retreat experience) to come help us plan the COE staff retreat and if they had any recommendations.

Call to Action items:

Jimmie and Jessica will:

1. Contact event management and see available dates for the Student Center Ballroom.
2. Contact Aramark catering for a quote for breakfast and lunch.

Derrick will:

1. Talk to Mary McBeath regarding a budget.

Happy Hour @ Marrikas

12-14 people attended – “Record breaking attendance” compared to the last Staff Council Happy Hour. Next happy hour will be in January, due to the busy holiday season.

Event survey results so far

The kind of events our staff are interested in the most are:

1. Professional Development (look at more next semester)
2. On campus lunches

Hoping for additional responses (have 11 so far)

3. Volunteering: From the event survey 7 people are interested in volunteering with Habitat for Humanity.
4. Want to involve staff and faculty

Call to Action Items:

1. Dale will reach out to Habitat for Humanity (possibly interested in volunteering during Spring Break)
2. Derrick will check with Mary McBeath regarding liability
3. Derrick will send out the event survey once more to hopefully get more responses

Review the first ESC newsletter

Derrick will reveal that Bob is the Guess Who in the next newsletter.

Jimmie had an idea to get people more involved is to have people guess who the Who's who is by possibly giving away sports tickets or t-shirts or other engineering swag to whoever guesses correctly.

Call to Action Items:

1. Derrick will put all the past Guess Who people on the Staff Council web page.
2. Derrick will oversee the Guess Who so that the Staff Council can participating in guessing.

Lunch and Learn

Looking at December for possible dates

Circle of Love

Callie sent on another reminder – will keep sending them out.

Staff Council Holiday Party

12/13, 12-2PM

Staff Council members can bring a guest from your department.

Only Staff Council will be responsible for bringing appetizers (not the guest)

Jessica agreed to pick up the spiral ham

Cindy will lead the White Elephant game

Call to Action Items:

1. Cindy will send out the White Elephant rules
2. Derrick will make the RSVP form

Halloween Event

Halloween event was a success! Some suggestions for next year's event:

1. Add spooky music
2. Encourage costumes
3. More donuts! 8 dozen for this year but ran out.
4. Extend event to an hour and a half, rather than just 1 hour.

E-Day, 2/22/20

If interested in volunteering, contact Derrick.

Staff Awards

Call to Action Item:

1. Megan will discuss at the next meeting.

Staff Senate Update from Derrick

Staff Senate needs more senators, especially from Engineering! The election will take place at the beginning of April. If you are interested in learning more, you can contact Derrick or click on the "request for information" on the Staff Senate website. You DO NOT have to be a member of COE's Staff Council to be a UK Staff Senator.

SUMMARY OF ACTION ITEMS:

Staff Retreat:

Jimmie and Jessica will:

1. Contact event management and see available dates for the Student Center Ballroom.
2. Contact Aramark catering for a quote for breakfast and lunch.

Derrick will:

1. Talk to Mary McBeath regarding a budget.

Event Survey:

1. Dale will reach out to Habitat for Humanity (possibly interested in volunteering during Spring Break).
2. Derrick will check with Mary McBeath regarding liability.
3. Derrick will send out the event survey once more to hopefully get more responses.

Guess Who (ESC Newsletter):

1. Derrick will put all the past Guess Who people on the Staff Council web page.
2. Derrick will oversee the Guess Who so that the Staff Council can participating in guessing.

Staff Council Holiday Party:

1. Cindy will send out the White Elephant rules.
2. Derrick will make the RSVP form.

Staff Awards:

1. Megan will discuss at the next meeting.

Meeting adjourned at 10:55AM.