

A&S Staff Council Meeting

November 9th, 2023 245 Patterson Office Tower @ 11 AM

1. Welcome/Introductions/Review of previous month's minutes (2 minutes)

- Attendance: Joseph Wiley (Chair), Kristina Morgan (Vice-Chair), Katia Davis (Recording Scribe), Eleazar Wilson, Colleen Knight, Taylor Kincaid, Melanie Esterline, Miguel Prieto-Valle, Teresa Smith, Spencer Krenke, Melissa Cowan
- Kristina motioned to approve the October minutes; Miguel seconded. All in favor.

2. Discussion with the Dean Update (5 minutes)

- Dean is coming to December 14 meeting (room change: POT 202 conference room). Desire to have Dean at 2 meetings per year.

3. Discussion of bylaws additions and changes (10 minutes)

- Two people reached out to Joe. Kristen Pickett said that a list of committees needs to be added or remove the section. Pre-planning committee (Joe, Kristina, Katia) chose to re-write the language without "committee" as term. Will remain relatively the same. Joe will revise and send to all staff for a week to review so that council can vote at December meeting. Other person just said that they were ok with the updates. Mike Adams asked Melissa who to send comments to, he had seen typos he wanted to correct. Kristina said she would reach out to see if he still had comments.
- Send any comments you have prior to staff review.

4. Mid-year new members process (10 minutes)

- Joe proposed a mid-year new member process to fill seats that ended over summer. Eleazar will also be leaving in January. Need to fill 3-4 seats.
 - Form will include fields for name, area, and desire to be on Staff Council.

- Will list eligibility.
- Top four vote getters. Ability to vote up to four people in.
- Katia to put old flyer on Teams page.
 - Spencer to attach flyer to the activity at Coffee and Colleagues.
- Bios will be shared with the staff to vote on.
- All council members were onboard with the plan.

5. **Committees update (20 minutes)**

• **United Way – Raffle Update (2 minutes)**

- Due another final tally, so far \$21,064. Baskets raised \$1,905.
 - Bluegrass Spirit was the top earner with \$400.
 - Dean’s basketball ticket basket was next with \$340.
- Taylor suggested more notice next year with an announcement in August. Full month of September to compile.
- Spencer asked if the drawing for the raffle should take place at the Halloween event.
 - Many council members were opposed to that idea. Halloween event had too much going on as it is.

• **Halloween Review (5 minutes)**

- Taylor said that next year the event should be from 12-1:30 or 12-2, those times seem to be more convenient for staff. Suggested making it more casual with not as many games, just hanging out. Was more of a come and go thing.
 - Group winners preferred the candy prizes this year because it could be split, unlike the large candy bars.
 - Melanie mentioned the food not being brought on time for the event.
 - Colleen suggested sending out a separate call for chili and dessert contest. Did not have many participants this year (2 chili contestants, 5 dessert).

- Likes having the event on Halloween.
 - Kristina overheard people questioning the desserts and allergens. Many were unsure if they could eat them. Maybe we can label them. Colleen agreed. Colleen said it would be good to have a pre-made list/card of allergens that people can mark off when they bring their food in. Definitely need labels next year.
- **Coffee & Colleagues November 15th CP 3rd Floor – (10 minutes)**
 - Spencer planned out some questions to get people talking. Main purpose is the coffee. Encourage staff to come.
 - If you would like to help, get there at 9:25. It would be good to have council members there to answer questions from those who are interested in being on the staff council.
 - Taylor asked if we will have non-dairy options. Spencer will see about acquiring a tea kettle.
- **Desserts in December - Date _____ (2 minutes)**
 - Melissa reached out to the Boone Center for availability the week of December 18. Joe suggested avoiding Monday or Friday because the majority of staff have a remote day on those days. Tuesday is good. If not Boone Center, can do Chem-Phys again.
 - Ingredient cards would be good to have. Melissa to look into it.
 - Event will go from 1-2:30.
 - Will do a gift exchange again this year. Gifts no more than \$25.
 - Have hot chocolate. Katia suggested having a kettle and buying our own hot chocolate.
 - Taylor, Kristina, and Katia said they would help Melissa with planning.
- **Staff Awards (added at meeting)**

- Joe said that this was around the time that we looked into booking a room for the last OSA. Joe will look into booking the Harris Ballroom again when the EMS booking portal for May opens in December.
- Tentative: Thursday, May 9 from 12-2 PM.
- May consider a different menu.

6. **Staff Response Review and Update (10 minutes)**

- Reach out to people again. Ask if they have questions about the bylaws.

7. **All-staff meeting – Survey Results (1 minute)**

- Thursday, November 16 at 2 PM. Dean wants to have a staff survey every 2-3 years.

8. **FY 24 Budget (2 minutes)**

- Adding Halloween event numbers to the updated budget.

9. **Other (December agenda items)**

- Taylor asked about if potential for flexibility during breaks has been discussed.
 - Joe suggested bringing it up at the December 14 meeting.
- Mel asked about date flexibility.