Minutes

- **Treasurer’s Report**
  - Further discussion on the handling of funds for the buddy system will continue at the next meeting.

- **Arnie Miller presentation on A&S Core Curriculum: Transcendence, Versatility, Limitlessness.**
  - Board discussed ideas for ways that A&S staff can interact with undergraduate students in meaningful ways. Need to be intentional about these interactions, tying it back to what the college is trying to achieve.
  - Idea was proposed of creating more mentorship and possibly internship opportunities for student workers who are on work study. More discussion and brainstorming to come.

- **Old Business**
  - **Electronic suggestion box:** Amy is planning to roll it out this week if all goes as planned. This will be announced in the next Newsflash.
  - **Attend Department Head meeting:** Mike is trying to get on the agenda for February (or March as backup.) Amy will be attending with Mike.
  - **Mission Statement:** Committee is planning to have one more meeting to complete edits, and David will share it with the Dean.

- **New Business**
  - **Staff Board Bylaws (draft):** Mike will combine edits and will plan to redistribute for our review.

- **Committee Reports**
  - Did not have time for committee updates – will update at next meeting.

*Next meeting: February 13, 2018 from 11:00am-12:00pm*
Date: 2/13/2018  
Attendees: Amy Jones, Jen Lange, Sarah Logan, Megan Carr, Carol Tongue-Mack, Kathy Collins, Jenny Lin, Alexa Justice  
Absentees: Mike Sonntag, David Stradling, Cindy Treacy, Anita Swillinger, Tom Biven

Minutes

- **Treasurer’s Report**
  - The budget is in good shape. A couple of receipts were submitted to Jen for the Buddy System. She mentioned that this summer we’ll discuss the gift card idea and fall planning. Note for the future to add this to June’s primary discussion points on agenda.

- **New Business**
  - **College Mission Statement Opportunity:** Sarah gave update that the committee last met on 1/22 and finalized a draft. David will pass along to the Dean soon.
  - **Meeting with A&S department heads:** Mike has requested a spot on an upcoming meeting agenda, and Amy will ask him if he wants more SAB members to go with him, at Carol’s suggestion of making a big impression.
  - **Electronic suggestion box: now live!** Reminder in bulletin with active link – Jenny will add this to the next edition. Mike is currently monitoring. [Deliverable action]
  - **Bylaws:** Bylaws Subcommittee on its final draft, Mike will combine edits and plan to redistribute soon for review.
  - **Faculty staff campaign:** Kathy gave update that announcements about this will start coming out in March/April (kick-off will be in the next 2-3 weeks) and employees have until the end of June to donate. Board discussed ways to get involved: Reaching out to people we know via word of mouth, posting announcement in bulletin. Drag show for fundraiser? Board will continue to brainstorm.

- **Committee Reports**
  - Proposal of 2018 committees. Please review closely and let chairs know if you would like to participate in a new committee.
    - Proposed professional development fund: Replacement is needed for Cindy, please consider and volunteer if interested.
    - “Ask the Experts” – should this be updated/added?

*Next meeting: March 13, 2018 from 11:00am-12:00pm*
A&S STAFF BOARD MEETING MINUTES

Date: 3/20/2018

Attendees: Mike Sonntag, Amy Jones, Cindy Treacy, Kathy Collins, David Stradling, Jen Lange, Jenny Lin, Carol Tongue-Mack, Alexa Justice, Anita Swillinger, and Megan Carr

Absentees: LaDreka Karikari, Sarah Logan, and Tom Biven

Treasurer Report:

- We have $1542.65 remaining on the Professional Development Fund (update to balance made 3/20/2018);
- A little more than $200 is left over from Buddy Budget;
- Besides the Professional Development Funds, Buddy Budget, and Events Budget, no funds remain; and
- Any funds not spent (with exception of Prof. Dev. Funds—more details to come) will NOT be carried over.

Discussion:

- Bylaws. Several updates were made to the bylaws. Cindy will provide updated bylaws draft for us to evaluate over an email vote.
- Subcommittees. As discussed in February’s meeting, we need both chairs and non-chair vacancies to be filled. Cindy requested to be removed from Professional Development Funds Subcommittee, where she acts as Chair, but received no motions to fill the vacancy. We need this role filled next meeting.
- Professional Development. We need to clear the books for two (2) awards made to Geology staff. We also need to clarify if Jo Roger’s award was spent. We need to confirm with Business Office what happens if funds are in transit after the fiscal year.
- Ask the Experts. There have been inquiries on to whom to reach out to regarding guidance on specialized tasks. Perhaps one centralized POC that had knowledge of varying departments/people would work better than an Excel. Maybe the Communication Team?
- Buddy Budget. Perhaps the remaining Buddy Funds can be used to throw the first year / new employees a party in mid-June. Kathy will work with Alexa on coordinating this effort and the new Buddy / New Employee Lunch will be the responsibility of the events team.
- A&S Bulletin. Amy Jones will be responsible for Bulletin while Jenny Lin is on maternity leave (we will miss you, Jenny 😊). Amy will coordinate with Kathy Collins, Cindy Treacy, and Mike Sonntag on articles. (Please forward any news leads our way!!)

Next Meeting (Carry-Over and Priorities):

- College Mission Statement. Sarah Logan will provide a progress update.
- Meeting with Dept. Heads. Mike Sonntag will provide a progress update.
- FY19 Budget. Examine your subcommittee’s and other Staff Board-related expenditures (if applicable) and be prepared to discuss budget goals/needs.
- Subcommittees. We need people to fill these spots. Board Members are to come prepared to fill subcommittee vacancies.

Next meeting: Tuesday, April 10, 2018 from 11:00am-12:00pm
Date: 4/17/2018
Attendees: Mike Sonntag, Amy Jones, Sarah Logan, Megan Carr, Kathy Collins, Alexa Justice, Cindy Treacy, Tom Biven, David Stradling
Absentees: LaDreka Karikari, Jen Lange, Carol Tongue-Mack

Minutes

- Treasurer’s Report
  - Treasurer not in attendance; update to come in May.

- FY19 Budget Planning Discussion
  - Proposing new budget in FY2019 for $20,000. In FY18 we had $15,000 and went over by a small amount. We will ask for the following:
    - Staff Retreat: $2300
    - Staff survey: $300
    - Chili cook-off: $300
    - Board lunch: $200
    - Lunch with the Dean: $300: One lunch per semester
    - Staff awards: $5,800
    - Professional development: $10,000
    - Buddy system & new hire welcome event: $400
    - Promoting staff giving campaign: $200
  - Mike will talk to Dean Petren in early May. Cindy will put together a budget justification form for the $20,000 ask.

- New Business
  - Open spot on Staff Advisory Board: We will continue to use Survey Monkey for this round of SAB applications. Cindy will draft email with Survey Monkey link and will send out Friday, 4/20.
  - By Laws: Still under review
  - Staff Awards Event: Amy provided update that we have lots of great prizes to give away for the Kentucky Derby themed event. There will be a hat contest, personal hygiene drive, and staff awards. An email is going out today to ask supervisors for nominations.
  - News Flash: Discussion regarding trying to make staff spotlight more diversified.
  - Staff Success Center discussion: Cindy suggested that they come to one of our meetings and have a spot on the fall Staff Retreat agenda. She will write up a piece on SSC for next News Flash.

- Old Business
- Suggestion Box: One comment has come in, thanking the SAB for their work.

- Committee Reports
  - None; updates to come in May.

Next meeting: May 8, 2018 from 11:00am-12:00pm
Date: 5/8/2018

Attendees: Mike Sonntag, Amy Jones, Sarah Logan, Jen Lange, Tom Biven, Megan Carr, Alexa Justice, Cindy Treacy

Absentees: Kathy Collins, Carol Tongue-Mack, David Stradling, Jenny Lin

Minutes

- **Treasurer’s Report**
  - Financial Update: Jen gave update on our status for starting the next fiscal year. There is $1,233 left, which we will plan to use on professional development applications.

- **Committee Structure, Membership, and Updates:**
  - Buddy System (Alexa/LaDreka): Due to the need for spacing out Staff Advisory Board events, the Buddy Lunch has been moved back to June. It is almost completely planned except for a solidified date.
  - Professional Development Fund (Cindy): We have a little money left for the 2017-18 fiscal year. An announcement encouraging staff to apply for these opportunities will be made by Cindy at the 5/11 Staff Awards luncheon. Sarah will be taking over the professional development role ASAP.
  - Communication update: the Bulletin will be issued by the end of the month and we are incorporating two professional development features in it.
  - New Staff Orientation (Mike): No current updates
  - Staff Leadership Program (Mike & Cindy): Planning to develop an A&S staff leadership program. Can hopefully work with Staff Success Center, who we’ve asked to speak at the Fall Staff retreat. More to come.
  - Core Initiative: No current updates
  - Annual Staff Survey – Cindy is doing this year’s staff survey. The plan is for it to hopefully go out around the end of June.
  - Communication (Jenny): No current updates
  - Events (Amy): Staff Awards luncheon – see under New Business

- **New Business**
  - Open spot on Staff Advisory Board: An announcement for this open spot will go out next week, as well as at 5/11’s Staff Awards luncheon.
  - By Laws: Still under review
  - Staff Awards Event:
    - About 80 RSVP’s. Mike is working on finding a few more judges. We have
several prize baskets this year. Attendees can “win” tickets for participating in various activities: Signing in, donating to the Hygiene Drive, and wearing a hat/costume. Announcement for the Hygiene Drive will be emailed out Wednesday, 5/9. Activities include a word search puzzle on each table which will have 3 winning teams, another chance to win tickets.

- Mike will announce who is coming and going from A&S, and recognize staff new staff members within the last year.
- Mike to gather some talking points for the Dean.
- Set-up for those involved will start by 9am. Event is 10:30-1:30.
  - Professional Development write-ups to be presented at Staff Awards event? The group decided that since the event is only a few days away, it would be best practice to wait until a future event so that the presenter can have enough time to prepare.
  - Meeting with the Dean FY19 Budget: Mike, Amy, & Jen to meet with Dean Petren – update to come after meeting.

- **Old Business**
  - Suggestion Box: No items received during the past month.

*Next meeting: June 12, 2018 from 11:00am-12:00pm*
August 2018 Staff Advisory Board Meeting

**Date:** 08/14/2018

**Attendees:** Mike Sonntag, Jenny Lin, Megan Carr, Jen Lange, Alexa Justice, Amber Borden, Carol Tonge-Mack, Patrick Donnelly, David Stradling, Tim Miller, Cindy Treacy, Raven Rodgers, Marilyn Kershaw, Jonathan Barber, Amy Jones

A. **Secretary’s Report:**
   - Last month, Tanya Ladd, Director of the Staff Success Center, shared with the Staff Advisory Board the mission of the Center, its course/workshop offering, as well as its future plans.
   - Treasurer’s Report: We completed FY 2018 with $859.89 in unused Professional Development funds. Proposed reevaluating how we commit funding to reduce surplus.
   - Staff Board Chair (Mike) confirmed that the budget for FY 2019 has been approved for a total of $16,400 following meeting with the Dean.
   - Board members approved the Board By-Laws, reviewed applications, and voted in 6 new members of the board
   - Alexa Justice reported on the New Employee luncheon. Suggested revisiting the focus of the event for next year (determine whether it is to evaluate the efficacy of the Buddy Program or checking in with new employees to see how they are adjusting to their positions).

B. **Treasurer’s Report:**
   - We are beginning FY 2019 with an approved budget of $16,400. The AY 2018 survey costs $800 ($100 more than our current budget allows).

C. **Suggestion Box (Mike):** No new suggestions received. Cindy will talk about suggestion box at September staff retreat, and promote the Buddy Program.

D. **Staff Retreat Update (Amy):** Location booked, menu finalized. Progressing as planned.

E. **Warm welcome to New Staff Advisory Board Members:** Amber Borden, Patrick Donnelly, Tim Miller, Raven Rodgers, Marilyn Kershaw and Jonathan Barber

F. **Officer Nominations and Votes:** Patrick Donnelly will serve as Vice Chair; Jenny Lin will serve as Secretary; Amber Border will serve as Treasurer-in-Training

G. **New Faculty:** David Stradling will lead new faculty orientation (08/16) and asked for staff board suggestions. Suggested David spend some time on Concur and going over available Concur resources (on uc.edu/af/travel), and encouraging faculty to support staff Professional Development endeavors.

H. **Committee Overview:** The Chair positions of the following committees are vacant: Professional Development Fund; Annual Staff Survey; and Events. Marilyn Kershaw has agreed to step in as Chair of the Professional Development Committee. The Staff Board will revisit whether to reorganize or disband current inactive committees, including “New Staff Orientation / Training” and “Staff Leadership Program” at next month’s meeting.

I. **Survey Update (Cindy):** Surveys have gone out and are due August 15, 2018.

J. **Communicate Update (Jenny):** New Staff Board members will be featured on Bulletin.

K. **Events (Amy):** Retreat is progressing as planned. Planning for October’s Chili Cook Off is underway.

L. **Farewell to Following Staff Board Members:** Carol Tonge-Mack; Mike Sonntag (will be staying on as chair mentor); Cindy Treacy, and Megan Carr (will be staying on to serve on Events committee)
August 2018 Staff Advisory Board Meeting

Date: 09/11/2018

Attendees: Amy Jones, Jenny Lin, Marilyn Kershaw, Alexa Justice, Amber Borden, Jen Lange, Patrick Donnelly, LaDreka KariKari, Raven Rodgers

A. Staff Retreat Update (Special Guest: Cindy Treacy):
   • Cindy provided the board with an updated agenda for the staff retreat on September 1 and discussed questions that will be asked the A&S administrators at the retreat. Cindy then proposed a peer advocacy program as a possible way to address staff’s concerns about opportunities for career advancement. The Board agreed to form a new subcommittee to work on career advancement and will place a call for proposals/suggestions at the retreat. Subcommittee members may also investigate other colleges’ programs, such as the Succession Plan at the College of Medicine, as possible frameworks for an advocacy/staff success program at A&S.

B. Treasurer’s Report:
   • No new update.

C. Old Business: Subcommittee discussion will be tabled until November’s meeting.

D. Staff Survey Overview: Staff Advisory Board to discuss survey results at a closed meeting on October 9 from 11:00-1:00pm

E. Budget Discussions: We currently have a deficit of $100 due to an increase in survey costs. We are on budget for the retreat and the Chili cook-off.

F. Staff Excellence Award: The award will be highlighted in September’s bulletin, due out at the end of the month.

G. Cupcakes for the Cure: Will be featured on September bulletin.

H. Communicate Update (Jenny): October’s bulletin will feature a discussion of survey outcomes and staff board actions following staff survey.

I. Events (Amy): Preparations for October’s Chili Cook Off is progressing as planned.

J. Staff Board Bylaws: Staff board terms/appointments should be further clarified in the board bylaws. Amy and Jenny to present proposed changes in November’s meeting.
October 2018 Staff Advisory Board Meeting

Attendees: Amy Jones, Amber Borden, Marilyn Kershaw, Alexa Justice, Jen Lange, Jonathan Barber, Mike Sonntag, Jennifer Malat

Main Focus of the Meeting: Reviewing A&S Staff Survey Results

We identified the following areas for improvement; each area is followed by suggestions and/or planned action:

- Communication between Dean’s Office and Staff:
  - Concerns:
    - Staff aren’t aware of events/changes that impact their jobs;
    - Sometimes conflicting information come from the business and Dean’s office;
    - Need better communication from college management about college finances
    - College management do not understand staff’s individual problems and challenges or seek their input
    - Dean’s office seems disconnected from the departments
  - Actions:
    - Board will work hand in hand with the associate deans to create additional channels of communication by (1) adding a new section of the Bulletin – Deans’ Corner – in which the dean(s) will answer questions posed by staff and share news that could impact staff jobs and (2) disbursing information ad hoc following college managements’ administrative meetings
- Compensation, Advancement, and Promotion
  - Concerns:
    - No “system of recognition” to validate their work
    - Performance evaluation needs to be updated – not directly linked to promotion or raises
    - Others were interested in a general “map” for creating advancement opportunities; some wanted a plan for advancement in their departments/colleges
  - Action/Suggestion:
    - Suggestion: Board to create town hall sessions to learn more about staff’s desired outcomes for a “career pathway.”
    - Encourage participation in staff senate; voting to take place in March 2019
    - Encourage staff to submit suggestions in the virtual suggestion box; although the college is on a tight budget, we may be able to set in place an infrastructure for raises/promotion during better budgetary times
    - Mike Sonntag to follow up with Central HR to find out what is possible in terms of performance evaluation and compensation/advancement
- Workload and Staffing
  - Concerns:
    - Staff are overworked and required to perform tasks that were not in their original job description
    - Understaffing
    - No time for training for their current position or additional training to help them advance
  - Action:
• Shared with staff that the Provost's office has approved replacement positions, which may alleviate stress in certain departments

• Professional Development Needs / On the Job Training:
  o Concerns:
    ▪ Staff are concerned about the lack of departmental support for professional development activities; some request better leadership training and management for supervisors so that they will allow staff to attend PD opportunities
    ▪ Request for on the job training
    ▪ Staff have had to create their own professional development opportunities;
  o Action/Suggestion:
    ▪ Board to organize Town Hall Meetings / Focus Groups to discuss what types of development activities staff are looking for.
    ▪ Board to plan more staff workshops and brown bag events on tools used daily by staff, such as Microsoft word, Excel, Catalyst and giving presenters a small honorarium for presenting; subcommittee has been formed to handle these tasks
    ▪ Compiling a list of “Subject Matter Experts” in A&S and sharing this resource among staff

• Survey Reactions:
  o Suggestions:
    ▪ Adding in more departmental-level questions

• Working Conditions
  o Concern:
    ▪ Lack of space, bugs, and cleaning
  o Action:
    ▪ Shared with staff information about the Master Plan for reorganizing A&S which may address working condition concerns

• The Buddy Program
  o Concerns:
    ▪ New employees should be positioned with existing staff members that have a similar position
    ▪ Staff are not familiar with what the Buddy System is/does
  o Action/suggestions:
    ▪ Providing a “cheat sheet” to new buddies
    ▪ Matching buddies with others in similar positions who can potentially serve in a mentorship position
December 2018 Staff Advisory Board Meeting

Attendees: Amy Jones, Jenny Lin, Jonathan Barber, Amber Borden, Marilyn Kershaw, Jen Lange, Alexa Justice, Jennifer Malat

A. We currently have a balance of $9,801.35 (includes committed Professional Development funds for Sarah Hammer - $500 – and LaDreka KariKari - $349).

B. Professional Development Team Update – Marilyn updated the staff advisory board on the progress of the new subcommittee formed to better define “Career Path.” Subcommittee is working on finding out dates for the proposed town hall meetings / focus groups. For PD Funds, Jonathan Barber will add language to the website about PD funds being limited to A&S employees.

C. College Administration communication: Deans’ Corner has been implemented, and Amy will send out emails to all staff from time to time to share relevant information following deans’ meetings

D. A&S Staff Senate Discussion (Cindy Treacy Presentation) – Visit from Cindy Treacy and Janet Staderman, in which they presented the mission, vision, and structure/organization of the Staff Senate. Jenny Lin to add information about the senate elections in bulletin.

E. Decanal Search Committee – Marilyn Kershaw selected as the staff representative on the Decanal Search Committee. Jennifer Malat suggested that staff board should set up a mechanism for feedback on candidates and recommended that staff request each candidate to give a staff talk. Jen Lange emphasized the need for a dean that understands budgeting and finances. Amy Jones proposed the formation of a subcommittee that works with the decanal search committee rep