

Meeting Minutes 11/12/19

Staff Board

-Meetings for October and Treasurers Report Approved

-Climate Report

- High participation in report
- Major theme: holding faculty accountable for how they treat staff/ general bad behavior
- The Dean is planning to meet with departments regarding this report
 - College intends to have trainings for faculty and staff
 - Promoting “inclusion and allyship” is a major point

-Professional Development Funds

- New issue: can someone who has already applied for maximum funding individually have their department apply on their behalf?
- Staff Board decided against this, considered it “double dipping”

-Buddy System going well

-Chili Cook Off

- Went well
- Going to make sure we time better with classes next year
- \$150-\$200 under budget
 - Money to be used to buy a cart or wagon for the Staff Board Events Team
 - Surplus may have one, going to check

-Leftover Retreat & Survey money used to frame puzzle to hang in Dean’s office

- No survey this fiscal year
- \$300 cost

-Only 2 people expressed interest in resume workshop

- Workshops should be more prominently featured in the newsletter
- There may be more interest in bringing in trainers from outside UC
 - Will discuss with Senate and CECH

Staff Board Meeting Minutes- October 8th 2019

Attendees: Sokoni Hughes, Amber Borden, Jodi Hunter, Beth Vleaminck, Dani Petermann, Raven Flanigan, Brandi Forbes, Kelley Schiller, Tim Miller

Absentees: Andrew Polter, Patrick Donnelly, Jonathan Barber, Marilyn Kershaw

Guests: Amy Jones, Cindy Treacy

- Cindy thanked everyone for their help with the retreat
 - o Many staff mentioned that they appreciated the time to make connections
- For the 2020 Retreat:
 - o keep in mind that the budget is slim, keeping the space rental as cost effective as possible is important
 - o Mid-September seems to work best for the most staff
 - o A committee needs to be formed to plan the event, 3 people can't do everything
- The Staff Senate are organizing an All Staff Awards for next year

- Meeting minutes approved from September
- Treasurers report: under budget for both retreat and board lunch
- Newsletter: please send in "kudos" for new section
- Chili Cookoff- November 8th
 - o Volunteers needed for tear down, set up
- Cincinnati Chamber of Commerce Diversity Leadership Symposium upcoming

- Buddy Program
 - o Jodi, Raven, and Tim met
 - o Determined division of responsibility among themselves
 - o Volunteers needed, email forthcoming
 - o 2 people have volunteers since Newsletter

- Communication: Jenny still doing newsletter
 - o Send newsworthy things to Amy
 - o Please write in third person
 - o Events: please send 3 weeks in advance

- Retreat: Went extremely well
 - o Again reiterated that participants enjoyed the "connections" opportunity
- Ice Cream Social in January?
- Awards Ceremony is in the works for May

- Professional development: going well, last requests approved, waiting on expenses

August 2019 Staff Board Meeting Minutes

Attendees: Sokoni Hughes, Danielle Petermann, Andrew Polter, Kelly Schiller, Brandi Forbes, Beth Vleaminck, Marilyn Kershaw, Tim Miller, Jodie Hunter, Amy Jones, Jen Lange, Jenny Lin, Jonathan Barber, Raven Rodgers, Amber Borden, Kathy Collins

A. We welcomed new members, and Tim Miller was nominated and voted in as the new board secretary. Jodie Hunter will be the Chair-elect for 2020-2021, and Amber Borden will serve as Treasurer.

B. We are on-track for the September 11, 2019 retreat – the theme of the retreat will be “connections” and Amy Jones will seek out volunteers for setup.

C. We are still looking into putting together a cost-effective annual survey

D. Upcoming board meeting: Tuesday, September 10th (11:00 a.m. to 12:00 p.m. in 130 McMicken).

July 2019 Staff Advisory Board Meeting

- A. Marilyn is transitioning to chair and led most of meeting (exception of intro/welcome).
- B. Dean Ferme is here. Please attend upcoming staff meeting lead by the new Dean on 7/19
- C. Dean Ferme has been asking questions about staff needs and concerns, which we see as a good sign.
- D. Dean Ferme has expressed interest in participating / sitting in on upcoming staff board meetings.
- E. Discussed to bring up “strategic sizing” at upcoming Dean/staff meeting.
- F. Discussed bonus subcommittee ---Marilyn will research.
- G. Kamellia Smith will be working on the staff board website with Amy and Marilyn (she will also be on events team)
- H. Six new Board Members have been voted in: Brandi Forbes (Psych); Sokoni Hughes (cluster 3); Andrew Polter (UC-F); Kelly Schiller (advising); Beth Vleaminick (Marketing); Danielle Petermann (Chem).
- I. Marilyn will work on obtaining supervisor approval from new members that did not have this checked on the application.
- J. Jodie Hunter has been named as incoming Vice Chair. Secretary will be recruited at the next meeting.
- K. Management of Professional Development Funds – lessons learned from processing and improvements for processing
- L. Amy will send Marilyn the “fresh” copy of the PDF tracking chart with names of people that need to still submit their reports.
- M. PDFs will not be issued to people with outstanding report responses.
- N. Amy will order the meal for August meeting from Dibella’s.
- O. Marilyn will onboard new board members
- P. Marilyn will touch base with Jonathan about differing approaches to survey when he returns from England.
- Q. Marilyn will work with Jodie on a response application for phones, similar to the slider.
- R. Marilyn/Amy will meet with Dean Ferme to discuss past successes and future goals
- S. Marilyn will team up with Amber on PDFs –she will be added as a reviewer(?) and Amber will track. They will work together tracking reporting and budgets.
- T. Tim will lead Buddy team since he is staying on board and is working with LaDreka to see if she still wants to participate.
- U. Buddy team will work with Marilyn on a “walking tour” of A&S and also accessibility maps.
- V. Kathy Collins will remain on the PDF although rotating off.
- W. Jenny Lin will remain on the newsletter although rotating off.
- X. Amy will provide the signed copy of the budget to Amber/Marilyn (done).
- Y. Marilyn will be following up with Mike on some updates on staff board projects, like forum and compensation liaison update.

June 2019 Staff Advisory Board Meeting

Attendees: Amy Jones, Marily Kershaw, Amber Borden, Jonathan Barber, Kathy Collins, Jenny Lin, Raven Rodgers, Patrick Donnelly, Tim Miller, Jen Lange, David Stradling

Visitors: Kamellia Smith;

- A. Staff Senate discussion: board members voiced their concerns that A&S only had 2 representative spots in the Senate. Strategies were discussed to increase staff participation in future senate votes, including recruiting former board members who work in the science departments to help campaign
- B. Staff board members each shared their reasons for applying to the board.

May 2019 Staff Advisory Board Meeting

Attendees: Amy Jones, Marily Kershaw, Amber Borden, Jonathan Barber, Kathy Collins, Jenny Lin, Raven Rodgers, Patrick Donnelly, Tim Miller, LaDreka KariKari

- A. Treasurer's Report: We still have more than \$500 remaining in professional development funding
- B. Decanal Search Committee: Evaluations are being collected and compiled; by the end of May, offers will be made and we should have news on who will be selected
- C. Awards ceremony: 90 attendees have rsvp-ed to the awards
- D. Recruitment of New Members: applications should go out by July 1st for new members; proposal for the June board meeting to serve as an open house was approved by board members. Jenny Lin to coordinate the pot-luck.
- E. Buddy Program: Tim Miller agreed to serve as a coordinator for the Buddy program and will take over after LaDreka's term ends.
- F. Communications Team: the May edition of the bulletin will serve as a special "Awards" edition and highlight the awards ceremony as well as other end-of-the-year staff events/achievements.

April 2019 Staff Advisory Board Meeting Minutes

Attendees – Jodie Hunter, Amber Borden, Tim Miller, Jonathan Barber, Tim Miller, Jennifer Lange, Kathy Collins

A&S Buddy Program Updates

Amy met with Sokoni Hughes a recent hire in Cluster 3. She's in regular contact with Mike, who provides information in regards to new hires.

Decanal Search

Interview schedules for the decanal candidates are being finalized and staff should be notified of the open forum by the end of the week. Please encourage all staff to participate.

Career Pathways

There were some very good discussions at the Career Pathways meetings and Amy did meet with Mike about next steps, but we have not followed up. We were not sure how HRs plan to review job descriptions would impact what we are trying to do. Amy will follow up with him and report back.

Professional Development Committee

The Professional Development Committee has not met to set up next steps.

Call for Nominations

Mike Sonntag sent out an email for nominations this week and will send the mighty lion out by the end of the week.

Staff Senate

Nomination Period: March 18-April 5, 2019

Elections: May 6-17, 2019

Election Results: Announced in June 2019

This means that the nominations are now closed. We're working on getting all required supervisory approval and actual (online) elections will be 5/6 – 5/17.

Other discussions – Decanal Search and the staff involvement in the forums

February 2019 Staff Advisory Board Meeting

Attendees: Amy Jones, Jenny Lin, Jonathan Barber, Amber Borden, Patrick Donnelly, Kathy Collin, Tom Biven, Mike Sonntag

- C. Career Pathways – Listening sessions to be held on Thursday February 21 and Friday February 22. Board to discuss findings in March. A third session may be added on February 28.
- D. Decanal Search Committee: Staff representative Marilyn Kershaw will be absent from attending staff advisory board meetings for the duration of the search (next 2-3 months); committee has begun reviewing applications.
- E. Meeting with the Dean – took place on 02/13; lunch for 11 people were ordered. \$211 spent; original budget was for \$300, so we are on budget.
- F. Staff Board Vote – Board unanimously voted for Jodie Hunter to we went slightly Professional Development Team Update – Marilyn updated the staff advisory board on the progress
- G. Staffing Concerns – Board received email from regarding advancement concerns. Email was forwarded to Mike Sonntag, who will reach out to the person directly. Advancement concerns will also be discussed at the listening sessions
- H. Professional Development Funds / Voting:
 - Amy is working on questing additional funding for Professional Development. So far, \$7000 has been used.
 - In the future, board member will evaluate PD applications in its entirety (rather than per line item), voting either yes or no for the entire application. If we have concerns, we can contact the entire board to initiate a discussion.
 - Amy to add a new requirement on the PD application that applicants must complete their write-up within 30 days from completion.

January Staff Advisory Board Meeting

January 8, 2019 @ 11 a.m. to 12 p.m. in MCM130

Attendees: Amy Jones, Marilyn Kershaw, Jen Lange, Tim Miller, LaDreka, Raven Rogers, Patrick Donnelly

A. We currently have a remaining budget of \$2937.85 after the approval of Derek Cunningham's 1/8 application.

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 with Mike Sonntag for a date to have an open forum to discuss Career Path. Amy Jones will work with Mike Sonntag, who does the application formatting, on incorporating language that more clearly defines the qualification of A&S Staff in relation to their PDF award funding. Marilyn will incorporate a discussion of Staff Success Center into the forum and/or research what needs, if any, are being met for A&S Staff.

C. College Administration communication: David Stradling will likely be the Dean writing the Dean's Corner this month, which may include discussion about Decanal Search Committee.

D. Bi-annual Meeting with the Dean: Amy Jones, Chair, met with Dean Petren. Our programs are on track. We are "highly recommended" to do a business proposal write-up to request the 2019 budget, therefore, Amy Jones will have a budget by mid- to late-April for group feedback.

E. Awards Ceremony: Anyone with ideas relating to the Awards Ceremony Theme is encouraged to contact Event Subcommittee Chair, Amy Jones, no later than 1/21.