

Staff Council Meeting Minutes
Wednesday, 9 August 2023
209 Mechanical Engineering Building ~ 12:00 PM

Attendees: Jake Anderson, Austin Blevins, Sarah Bonner, Melynda Hart, Jacob Hiatt, Dani Jackson, Mike Kyle, Mia Quain, Teresa Simpson, Alex Wayne

Not in Attendance: Martin Carter and Luc Gabbard

Guest(s): None

1. Meeting called to order at 12:05 PM
2. Member Introductions
 - a. Jake Anderson, BAEG
 - b. Austin Blevins, BMEG
 - c. Dani Jackson, CSCE
 - d. Mia Quain, ELEG
 - e. Jacob Hiatt, INEG
 - f. Teresa Simpson, Dean's Office
 - g. Sarah Bonner, CHEG
 - h. Alex Wayne, Admin at Large
 - i. Mike Kyle, MEEG
 - j. Melynda Hart, President
3. Approval of Minutes from 25 May 2023
 - a. Motion to approve by Simpson, second by Wayne, passed with unanimous vote.
4. Election of New Officers
 - a. President-Elect – Alex Wayne
 - b. Secretary – Teresa Simpson
 - c. Treasurer – Jake Anderson
 - d. Motion to approval all nominations by Anderson, second by Kyle, passed with unanimous vote.
5. Committee Member Selection
 - a. Activities & Service – 1 from each unit
 - i. Each standing council member will represent their unit on the committee. Should a non-council member be identified that would like to serve, those requests will be approved upon notification to President without further action required.
 - b. Bylaws – 2 Council Members

- i. New committee members are Hiatt and Kyle.
6. Discussion about Meeting Schedule for 2023-2024
 - a. Unanimous agreement to schedule F2F monthly meetings for Wednesdays at noon. Units will rotate hosting the meeting and providing lunch for the council.
 - b. Hart will send meeting notifications for the remainder of the 2023-2024 term via Outlook.
7. Discussion about Initiatives and Goals for 2023-2024
 - a. Publicize and inform CoE staff about the existence of the council, professional development fund availability, etc. Request was made for all members to communicate with their units and receive feedback from them on how the council may better serve their needs;
 - b. Revisit health-related initiatives considered by previous council members;
 - c. Offer professional development workshops and seminars, such as Excel skills, communication, leadership, etc.;
 - d. Invite UA Benefits representative to discuss non-health benefits that are not widely known publicized, as well as other campus resources;
 - e. Offer CPR training;
 - f. Determine path forward to reassuring staff about UA's and CoE's commitment to DEI; and,
 - g. Promote team atmosphere across units to help with onboarding and continuous inter-staff support by compiling CoE "experts" who are willing to mentor staff members and help guide others with various tasks, such as procurement, hiring, grant support, technology, etc. Offering these experts some sort of financial incentive may help to encourage participation.
 - h. Note: The council recognizes many of these initiatives will require support and approval from college administrators and discussions will take place prior to implementation.
8. FY24 Budget Proposal
 - a. Discussion tabled to allow additional time to consider financial needs for new initiatives.
9. Around the Room
10. Meeting adjourned at 1:05 PM.