

February 2018-General Meeting

Wednesday, February 7, 2018 8:25 AM

8:30 am *Call to Order* **Breann Branch, Vice Chair**

- **Staff Council General Meetings are hosted live via WebEx.*
 - *WebEx Participants: Gwen Huke, Tamica Lige*

8:35 am *Minutes Approval* **Jessie Riggs, Secretary**

Secretary Notes: Approved Sybil, Rachel Klem

Treasurer's Report **Anjing Xu, Treasurer**

Secretary Notes: January donated 150 for Neighborhood cleanup on April 21st, operating fund \$24622.77 operating budget. Email Anjing if you have additional questions.

8:40 am *Activity Analysis* **Carol Sargent/Kevin Sansberry/Alia Herrman**

Secretary Notes: Carol -Test Run has been sent out, UM System Activity Analysis, Mandatory to complete, the report wants to look at everything you do in your job. Work ahead and carve out your analysis now before the real Analysis comes in the coming weeks. PrepTool is good for those of you who are Excel savvy (30 activities you can list)

Alia/Kevin-Admin Review and Activity Analysis are looking at different views, it is a starting point for upcoming change, online version (completed through Qualtrics), Respondents allocate work time throughout the year, helps create a deep comprehensive look, will help leadership help with the redistribution of work across function areas, the actual survey will last about an hour, compare notes with similar roles across campus, open sessions next week (UMatters) each link is unique, saves automatically, Open labs for those who do not have access to computers,

Testing ends Thursday. Projected two weeks open period after Feb 19th, Committee work is under one of the management tabs, export the test instance as a PDF

Being transparent, be positive as much as possible

9:05 am *Climate Survey Focus Groups* **Danielle Martinez, Vice Chair of Communication**

Secretary Notes: This week notifications will go out about attending the focus group sessions. Rankin & Associates will be analyzing the data, you will receive an email from Danielle to RSVP,

Breann Branch-Welcome new Chancellor on Friday at 10am, new Heartland and Metro Rate,

April 21st, Neighborhood clean up

April 25th, Staff Council staff appreciation breakfast,

April 26th, is the Campus Staff Award ceremony

May 18th, Conference 8am 2pm

9:10 am *Committee Updates* **Committee Chairs**

Secretary Notes:

Events:

- ◆ 2 Guys and Grill will be catering. Prizes are still a work in progress

Professional Development:

- ◆ Registration open

Outreach:

- ◆ Harvester Event coming up Feb 17

Communication

- ◆ Newsletter came out, if you know if staff are doing awesome things let Danielle know.

Engagement

- ◆ 7 scholarship applicants, will be voted on next week. Committee started planning appreciation breakfast

Marita-Ombudsperson is not a mandated reporter for Title IX occurrences

Faculty Senate-Provost is here to stay.

9:25 am *Executive Board Elections* **Jessie Riggs, Secretary**

Secretary Notes:

- ◆ Meghan Dooley-Secretary
- ◆ Anjing Xu-Treasurer

- ◆ Megan Gonzalez-VC of M
- ◆ Roland Hemmings-VC
- ◆ Sybil Wyatt-Chair

9:45 am *Old Business* ***Staff Council Members***

Secretary Notes:

9:50 am *New Business* ***Staff Council Members***

Secretary Notes: