

CAFE Staff Council Agenda November 9, 2017

Attendance: Christine Tarne, Lisa Collins, Kim Henken, Tymory Stanton, Debbie Gutierrez, Stephen Sizemore, Jozsef Stork, Megan Lucy, Jackie Allen (via zoom), Marilyn Hooks (via zoom), Eileen Kopp (via zoom), Rhesa King, Kristen Wilson Watkins, Kim Leonberger, Jenny Evans, Cindy Stidham, Laura Sidwell, Helen Williams, Judy Burgess, Tracy Cayson.

11:00- Welcome, Introductions- Two new members attended today. Tymory Stanton from Entomology and Laura Sidwell from Regulatory Services

11:05- Stephen Sizemore, CAFE Chief Financial Officer, will speak about the college initiative to create a staff mentoring program. Although extension staff currently have one, this would extend the program to all CAFE staff. As part of the Strategic Plan, Stephen has been tasked to develop a staff mentoring program and a fund to support professional development and staff training opportunities. The plan is to start the fund in January, pending return of the fund balance. Departments should expect to see an email from Stephen or Dean Cox. There will be a form to request funds that must be approved by the Dean. Requests will likely be about \$1,000 per request.

As part of the performance review process, supervisors will be asked to make sure that each staff person has at least 5% professional development in their MJRs. Le Anne is working on a plan to batch upload this to the MJRs so it doesn't have to be changed manually. More information will be available soon.

A subcommittee has been formed to develop a staff mentoring plan. Michelle Knowles from HR will meet with this group in coming weeks. Extension already has a staff mentoring plan and so this may provide a template or source of ideas that could be drawn upon for a college wide program.

Stephen asked the group what their vision of staff mentoring is. Comments included,

“As someone who has been in the college since 2008 in an administrative role, it would have been helpful when I came to the college to have someone to bounce ideas off of and ask about how things are done in this college.”

“I only work on hiring someone once every 3 months, and someone internationally once every year or so, and it would be nice to have someone who I could ask questions to who does these things more often.”

“Lab technicians have incredibly diverse roles and building the connections is important for them, too. Building connections within types of staff, and different departments can be helpful.”

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“Some people are shy and won’t seek help unless there is a formal system in place to do that.”

“It has been more difficult to build connections within the college than outside of the college. People are busy and not particularly available.”

“We spend more time looking for who to ask the questions to than asking the questions.”

“The value of a mentoring program to me would be to have someone who has been in the system longer and knows how to navigate it that you can ask questions to.”

“Everything is online somewhere, but it takes a lot of effort to find them and the resources are often very lengthy documents that are time consuming and confusing to read.”

“There is better support for business staff than for the technical and lab staff.”

“It would help break down silos to have a mentor in a different part of the college and broaden perspectives about what the college does.”

“You have to have people that want to be a mentor and someone who wants to be mentored.”

“People coming in from outside of UK face even greater challenges than those coming from other parts of the university or the college.”

“The chair makes a big difference.”

“Often supervisors don’t do the same tasks as you and may not know the ins and outs of how to get them done the same way that someone in a similar position would.”

“Regulatory Services could be a good opportunity for a pilot group because they are anticipating a lot of turnover in inspectors in coming years.”

Lisa reminds the group that the Dean offers scholarships for departments to send staff to CBMI.

Can people go back to CBMI after several years for a refresher course? Lisa said she would look in to this.

Christine suggested reaching out to the business analysts to identify good candidates for CBMI.

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11:30- Mother's Room- The college has tentatively identified a space for a Mother's Room in KTRDC, but it must be approved by HR. HR will visit the room next week to look at the space.

11:30- UKY PTS concerns and issues. As you may know, there was an information session back in the spring and it appears that most people have worked through any issues. The college would like to determine if people still have questions or concerns.

A primary concern right now is pedestrian safety in the Gluck area, especially the exit to the Gluck lot and Orange lot.

It is difficult to remember where cars are in the Orange lot. Markers would be helpful.

It is almost impossible to have appointments off campus or leave campus for lunch and then come in in the middle of the day.

There is confusion about if core spots will be reevaluated and resold later.

Grass parking isn't available anymore. Parking overflow is moved to the University hotel lot, but requires getting a parking pass from parking staff in the Orange lot.

Lisa asked the group if they would prefer to invite Lance Broeking over for a meeting, or working with PTS on a survey just for CAFE.

One suggestion was to do the survey ahead of time and present it to PTS ahead of a meeting so they could address common concerns.

11:40- Thanksgiving baskets: Information has been forwarded so departments can coordinate the effort this year. If you have loose items, please bring them so they can be consolidated/added to a basket.

Circle of Love: I have requested information from UKY Center for Community Outreach (CCO) and will share what I find out at the meeting. Return date for gifts is November 27 – 28.

11:45- Closing Remarks/Topics for the February Meeting

12:00- Adjourn

Next Meeting: February 8, 2018, 11:00am, 249 Barnhart