**Staff Council Attendance Sheet and Meeting Minutes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Specifics** | | | | | | |
| **Purpose** | | **Frequency** | | |  | |
| Regularly Scheduled | | Quarterly | | |  | |
| **Date** | | **Time** | | | **Location** | |
| November 16, 2023 | | 11:00 AM | | | Barnhart Room 249 | |
| **Committee** | | | | | | |
| **Chair**  Jim Nelson | **Vice-Chair**  Sonny Salyor | | **Secretary**  Kimberly Campbell | **Past Chair**  Mary Hammons | | **Internal Communications Liaison:**  Susan Baniak |
| **Precinct 1**  Maggie Maynard | **Precinct 2**  Anna DeLage | | **Precinct 3**  Open | **Precinct 4**  Kevin Horn | | **Precinct 5/Chair**  Jim Nelson |
| **Precinct 6**  Courtney Floyd | **Precinct 7**  Monica Franklin | | **Precinct 8**  Mary Higginsbotham | **Precinct 9**  Eileen Kopp | | **Precinct 10**  Jackie Allen |
| **Precinct 11**  Open | **Guest**  Tim West | | **Guest** | **Guest** | | **Guest** |

|  |  |  |
| --- | --- | --- |
| **Agenda Topics Covered** | | |
| **Task ID** | **Agenda Item** | **Presenter/Facilitator** |
| 11:00 | Call to Order | Jim Nelson |
| 11:00 | Update on Eastern KY Flood Recovery | Jackie Allen |
| 11:15 | Update from Dean’s Office | Tim West |
| 11:30 | What would you like to know more about? Future updates |  |
| 11:40 | November Dean’s Newsletter   * Hot Topics * Member Spotlight * Did You Know… |  |
| 11:55 | Next Meeting: February 15, 2024 (Barnhart Room 249) |  |
| 7 | Adjourn | Jim Nelson |

|  |  |
| --- | --- |
| **Notes** | |
| Topic | Discussion |
| 1. Call to Order | Jim Nelson called the meeting to order at 11:00 AM. |
| 1. Update on Eastern KY Flood Recovery | Jackie joined us via Zoom and presented a Power Point reflecting the damage and recovery of the July 2022 Breathitt County Flood at Quicksand and the Robinson Forest in Jackson, KY. She reported that they were back in their offices and had most of their equipment back. The recovery effort of the Robinson Forest and the research facilities are currently ongoing. The Robinson Forest had a lot of road damage that they are still working to repair. She reported that they are working with FEMA on the long-term recovery process. Jackie also invited the staff council to come and visit Quicksand anytime.  She stated that they were able to have their 2023 Pumpkin Days and plan to have the Annual Field Day in 2024. |
| 1. Update from Dean’s Office | Tim West, Dean Cox’s Chief of Staff, joined us at our meeting to answer questions from the council about how we can be effective in our role as a council. We looked at the by-laws and procedures and discussed ways we can refocus and be effective as a council. Tim suggested that we start by revisiting the by-laws and streamline our goals. The group discussed advocating for the staff we represent. He encouraged us to get the webpage updated, focus on advocacy, updating the by-laws and then join some of the Executive Office Committee meetings a couple of times a year where discussions were being held about what we wanted to advocate. The council still plans to carry out our role in the Annual Round Up Appreciation Day.  The council plans to go forward with a tangible plan identifying problems, coming up with strategies for advocacy, and get to the right tables to carry out our advocacy duties. |
| 1. What would you like to know more about? Future updates | Susan, Internal Communications Liaison, discussed updating the webpage with the new members of the council and council meeting minutes. She said she will update the by-laws and procedures as we continue to look at them and make necessary changes. She suggested the need for a new feedback tool for staff to access, ask questions and express concerns to the council. Susan also suggested that we should combine our news in the Dean’s Newsletter. |
| 1. November Dean’s Newsletter | Hot Topics: No discussion was made about hot topics.  Member Spotlight: Maggie brought Council spotlight forms for the council to fill out to use in our spotlight section.  Did You Know… |
| 1. Next Meeting: | February 15, 2024 in the Barnhart Room #249 |
| 1. Adjourn |  |