**Staff Council Attendance Sheet and Meeting Minutes**

|  |
| --- |
| **Meeting Specifics** |
| **Purpose** | **Frequency** |  |
| Regularly Scheduled | Quarterly |  |
| **Date** | **Time** | **Location** |
| August 14, 2024 | 11:00 AM | Via zoom  |
| **Committee**  |
| [x]  **Chair** Jim Nelson | [x]  **Vice-Chair** Sonny Salyor | [x]  **Secretary**Kimberly Campbell | [ ]  **Past Chair**Mary Hammons  | [ ]  **Internal Communications Liaison:**Susan Baniak |
| [x]  **Precinct 1**Maggie Maynard | [x]  **Precinct 2**Anne DeLage | [x]  **Precinct 3**Millie Hamilton  | [x]  **Precinct 4**Kevin Horn  | [x]  **Precinct 5/Chair**Jim Nelson |
| [ ]  **Precinct 6**Courtney Floyd | [x]  **Precinct 7**Angie Fogle | [ ]  **Precinct 8**Mary Higginbotham | [ ]  **Precinct 9** | [x]  **Precinct 10**Jackie Allen |
| [x] **Precinct 11**Vicki Belt | [ ]  **Guest**  | [ ]  **Guest** | [ ]  **Guest** | [ ]  **Guest** |

|  |
| --- |
| **Agenda Topics Covered** |
| **Task ID** | **Agenda Item** | **Presenter/Facilitator** |
| 11:00 | Call to Order | Jim Nelson |
| 11:00 | Precinct Updates | Jim Nelson |
| 11:15 | Vote on revised Staff Council by-laws | Jim Nelson |
| 11:20 | Staff Appreciation Day Update | Jim Nelson |
| 11:35 | Staff Appreciation Day Volunteer Sign-up | Members |
| 11:45 | Dean’s May/June Newsletter (permanent webpage link) * Hot Topics
* Member Spotlight
* Did You Know…
 |  |
| 11:55 | Next meeting: November 14, 2024 (location TBD)  |  |
| 12:00 | Adjourn |  |

|  |
| --- |
| **Notes** |
| Topic | Discussion |
| 1. Call to Order
 | Jim called the Zoom meeting to order, at 11:06 |
| 1. Precinct Updates
 | During the Precinct Updates* Kim Campbell, Precinct (9) and Secretary discussed CHIES updates, stating that they will be having their first meeting in a couple of weeks to start planning the 2025 CHIES Conference which will be held in Louisville.
* Sonny Saylor, Precinct (9) and Vice Chair reported that they had been busy with State Fair assignments and events, but all was well in their precinct.
* Vicki Belt, Precinct (11) stated that she was excited to see (3) new building structures in progress at Princeton and was happy to see their recovery projects moving forward.
* Millie Hamilton, Precinct (3) reported that they had a new Beautification Committee that was doing projects around their office, and all was well in their precinct
* Maggie Maynard, Precinct (1) said that it was a very busy season in the HR Dept with lots of new hires and a lot of office relocations as campus construction is ramping up. All of this, along with the search for a new Dean, she described it as a season of changes in Precinct (1).
* Angie Fogle, Precinct (7) stated they had been busy in Ag Econ and were doing well. She also reported that CEDIK had a new chair and was quite busy also.
* Jackie Allen, Precinct (10) reported that things were still ongoing with the flood recovery efforts. She was excited to report that she was enjoying seeing a new pavilion in progress and the Hemp Research was going well. Researchers have also been growing a variety of green beans to replace heirloom seeds for families who lost theirs during the Jackson floods.
* Kevin Horn, Precinct (4) stated that things were moving right along in his precinct. Offices were still settling in from being relocated. He said he had no contacts to report or information that needed to be addressed by the council.
* Jim Nelson, Chair and Precinct (5) reported that all was well in their department. He said that he was on the committee who was searching for the new dean and would be doing interviews soon. Jim added that Eileen Kopp had taken on a new role as Office Manager at Laurel County Extension Office and is stepping down from her position as representative of Precinct (9). He requested that Kim Campbell help recruit a new member from the CHIES organization to replace her.
 |
| 1. Vote on revised Council by-laws

  | Jim will be sending the by-laws via email to get a vote from everyone for the revised changes to ensure we have a quorum. These will be sent and voted on in the next couple of weeks and the new bylaws changes will be added to the website once the vote is complete.  |
| 1. Staff Appreciation Day Update
 | One of the main topics of today’s meeting was Staff Appreciation Day that is Friday, September 27, 2024. Jim said it will look different this year and will require a lot of volunteers, as it will be a separate event from Round Up due to new construction on campus. It will be at the football stadium. Set up will be the morning of the event and take down will be immediately after the event is over. Jim also asked for someone to be a proxy for a Staff Appreciation Planning Committee Zoom meeting that is on Friday, August 16, 2024. He is unable to attend because of prior commitment of doing interviews in search of the new dean. Maggie Maynard volunteered to be the proxy on Jim’s behalf.  |
| 1. Staff Appreciation Day Volunteer Sign-up
 | Jim encouraged council members to sign up on the volunteer sheet and plan to be there to help. He asked that sign ups be done quickly so he could get our volunteer numbers to the Staff Appreciation Day committee.  |
| 1. Dean’s August/September Newsletters
 | Hot Topics:Member Spotlight: * Jim and Maggie encouraged members of the council who have not been spotlighted to turn in their forms so Maggie could get them into the Dean’s monthly newsletter when it went out.

Did You Know…* Jim reminded council members to report any news that might be going on in their precincts to highlight on our website. As we are around our areas, listen and watch and report things that are unique to highlight. One council member suggested that a form be created and uploaded to the website for people to fill out. This may be a topic of discussion at a future date.
 |
| 1. Next Meeting:
 | November 14, 2024, location TBD |
| 1. Adjourn
 | After no more business, the meeting was adjourned by Jim Nelson, Chair.  |