



College of Pharmacy Staff Council

August 18, 2016

2:00 - 3:00 pm

Dean's Conference Room (4307)

Members: Jose Ortiz (Chair), Norma Padgett (Assistant Chair), Justin DeLeo (Instructional Educational), Katherine Morris (Departments), Jillian Coggeshall (Student Affairs), Laurie Albury (Centers), Debbie Stowell (SSC Research), John Evangelista (SSC Fiscal), Veronica Javier (Distant Campuses), Sarah Foxx (SSC HR), Lila Robertson (Dean's Office), Jennifer Tucker (Ex Officio)

Guest: La'Zendra Danforth Not present: Susan Griffith, Dena Wilson



MINUTES

Minutes: Meeting called to order at 2:05pm. July minutes were approved by a quorum.

Staff Retreat Updates: September 22 is the confirmed date for the staff retreat at Emerson Alumni Hall. LaZendra joined the meeting to give an update on the planning. Jennifer Tucker offered to contact UF Wellness for "Healthy Balance Stations" during lunch (12:00-1:30pm). Morgan Papworth, coordinator for UF Wellness responded and needs to check if there are sufficient staff to cover. If they are not available, perhaps they have swag to offer. Invitation to retreat has been sent by LaZendra to the staff and the college leadership is invited as well.

On/Off Boarding for Faculty and Staff: HR was asked to provide a short checklist of basics needed for onboarding, which will be used by all the admins in each department to set-up a new hire with basic needs (phone, computer, keys, space). HR will present the list at the next meeting in September for review. HR is also building a website with resources for faculty and staff.

Curriculum & Technology: Faculty and staff in the HPNP building have requested new water fountains like the ones located in the Communicore, which fill water bottles easily and are more hygienic. The request needs to be taken to Dr. John Gums, and he, in turn, will present it to the Building Committee where they will vote on the request.

Staff Council Page: The Staff Council page was presented. It was decided to add headshots to the list of members for easy identification.

Meeting adjourned at 3:00pm. Next meeting is scheduled for Thursday, September 15.