The first meeting of the CCI Staff Council met on Thursday, September 6, 2012. It was a time of great discussion as we worked out how best to structure the council to serve staff needs and engaged in dialogue with Dean O'Hair.

Election of officers
Mary Ann Nestmann will serve as council chair for the next year.
Erin Berger will serve as council vice chair.
Lousetta Carlson will be the council secretary.

The full lists of representatives from each unit/area of the College are listed below:

School of Journalism and Telecom - June Horn
School of Library and Information Science - Lousetta Carlson
Department of Communication - Steven Ingram
Graduate Programs - Erin Berger
Division of Instructional Communication - Mary Ann Nestmann
Dean's Office - Janice Birdwhistell
Student Services - Emily Sallee
Technology - Scott Johnson

We will hold meetings on the first Thursday of every month from 11:30-1:00 pm that are open to all staff, so if you were not able to come, please mark your calendars to join us next month.

Jonathan Clifton made the recommendation that the CI Staff Council Bylaws be amended to include regular meetings during the summer. After a few minutes of discussion, the Council agreed to make this an item for consideration at the next meeting.

Future CCI Staff Council meetings (October 4, November 1, December 6, January 3)

Our next meeting will be Oct. 4 from 11:30 am - 1:00 pm in the Maggie Room of Grehan. Again, all staff are invited to attend this meeting. An agenda as well as the minutes from our last meeting will be sent a week prior.
CI Staff Council Meeting

Agenda

October 4, 2012

11:30-1:00

Maggie Room, Grehan Building

1. Approval of minutes from September
2. Motion to revise the Bylaws to include summer meetings
3. Discussion of Staff Senate proposal regarding distribution of any raises
4. Discussion of possible staff events (i.e. monthly lunch with the Dean, community service, staff awards night)
5. Additional comments and concerns

Item 3 relates to a proposal that the University Staff Senate recently sent to President Capilouto:

Resolved, that the Staff Senate requests Administration to ensure that 60 per cent (e.g., 3 per cent of a 5 per cent increase) of any proposed salary increase be distributed across the board for employees making 70,000 dollars or less, with the remaining 40 per cent to be distributed as a merit increase.

This is a recommendation only, but the Staff Senate has asked the Staff Councils across the University to discuss and send along any comments they would
Convener: Mary Ann Nestmann – CI Staff Council Chair

Scribe: Lousetta Carlson

Approved:

Representatives Present: Mary Ann Nestmann (chair) (Division of Instructional Communication), Erin Berger (Graduate Programs), Janice Birdwhistell (Dean’s Office), Lousetta Carlson (School of Library and Information Science), June Horn (School of Journalism and Telecom), Steve Ingram (Department of Communication), Scott Johnson (Technology)

Representative Apologies
Apologies were received from Emily Sallee (Student Services) who was attending a student recruitment Preview event.

Others in Attendance
Kaitlin Black, Charlene Monaghan

Approval of minutes from September
June Horn moved to accept the September 6, 2012 minutes. Janice Birdwhistell seconded. Motion carried.

Motion to revise the Bylaws to include summer meetings
Erin Berger moved that the Council plan to hold meetings in the summer and if we don’t have a quorum then we postpone or cancel. June Horn seconded. Motion carried.

Discussion of Staff Senate proposal regarding distribution of any raises
After much discussion it was decided that the CCI Chair would drafted a response to the University Staff Senate proposal regarding raises for 2013 and would get the approval from the
Council. [An email was circulated by the Chair on 10/5/12 with the attached memo which was approved for sending to the Staff Senate].

Discussion of possible staff events

Ideas were discussed as to what we wanted to do as a group from CCI. It was decided that we would rather do some type of community service to help others than to just hold a party for CCI. June Horn wondered about an external service day with pay to do community service as a group. Janice Birdwhistell wondered about an internal community service that would benefit an external agency with could possibly support student activity. An ad-hoc committee was formed by June Horn and Charlene Monaghan to report by the next meeting by polling the CCI staff which agency or organization they would like to support. [An email was circulated by the Chair on 10/23/12 requesting feedback on community service to the entire CCI Staff].

Lunch with the Dean was discussed. Starting in Spring 2013, once a semester 3 names will be pulled from the hat and they will be able to attend lunch with Dean O’Hair. This would take place once a semester (fall, spring and summer).

It was proposed that we look at adding Staff Awards to the College Awards Banquet.

Additional comments and concerns

President Capilouto and Provost Tracy will be meeting with CCI faculty and staff on Friday, October 19, 2012. Mary Ann Nestmann and Lousetta Carlson will be representing their respective units and the CI staff.

Erin Berger and Janice Birdwhistell will be met with Rachel McMahan, CCI representative on the University Senate, about funds that could benefit the College, approximately $3,500. More information at the next meeting.
Dear Mr. Adams,

The College of Communication and Information Staff Council met recently to discuss the Staff Senate proposition regarding salary increases for 2013. We support the recommendation to designate at least 60% of the money toward a cost-of-living increase for employees making less than $70,000 and would further like to suggest that for this year, 100% of the funds should be distributed for cost-of-living rather than for merit. While we strongly believe that salary increases should usually include a merit component, in light of the fact that employees have not received a raise of any kind for several years, many of the salaries for University employees lag significantly behind changes in the cost of living. Therefore, in light of the valuable contributions made by all employees, we voted unanimously at our Staff Council meeting in October to suggest that 100% of the funds designated for raises this year should go toward a 5% across-the-board increase in salaries for employees making less than $70,000 in order to bolster a discouraged workforce and bring salaries more in line with local costs.

Thank you for taking the time to consider this matter and speak on our behalf to University leadership. Please let me know if there is anything else you need from us.

Sincerely,

Mary Ann Nestmann

Staff Council Chair – College of Communication and Information
CI Staff Council Meeting

Agenda

November 8, 2012

11:30-1:00

314 LCLI

1. Approval of minutes from October
2. Update and discussion on community service initiative (June Horn and Mary Ann Nestmann)
3. Update on salary increase proposal and President’s visit (Mary Ann Nestmann and Lousetta Carlson)
4. New Business
CI Staff Council Meeting

Minutes

November 8, 2012

11:30-1:00

314 LCLI

Convener: Mary Ann Nestmann – CI Staff Council Chair

Scribe: Lousetta Carlson

Approved:

Representatives Present: Mary Ann Nestmann (chair) (Division of Instructional Communication), Erin Berger (Graduate Programs), Lousetta Carlson (School of Library and Information Science), June Horn (School of Journalism and Telecom), Steve Ingram (Department of Communication), Scott Johnson (Technology), Emily Sallee (Student Services)

Representative Apologies
Apologies were received from Janice Birdwhistell (Dean’s Office)

Approval of minutes from October
Erin Berger moved to accept the October 4, 2012 minutes. June Horn seconded. Motion carried.

Update and Discussion on Community Service Initiative

June Horn reported that a poll was taken – 18 people responded – suggestions were to collect for God’s Pantry, The Hope Center or a coat drive. After some discussion it was decided that a personal hygiene product drive would be held for the Hope Center. June Horn made the motion. Steve Ingram seconded. Motion carried.

Mary Ann gave an update on findings regarding a staff community service day. All directors and the Dean were supportive. She checked with HR and they said an employee could not take time off for community service without putting it on their time sheet and reporting it as vacation. It is suggested that we continue to collect information about a community project that can be done during off hours.

Update on salary increase proposal and President’s visit (Mary Ann Nestmann and Lousetta Carlson)

Mary Ann gave an update on the salary letter – it is a complicated issue and still on-going.
President Capilouto and Provost Tracy met with CCI faculty and staff on Friday, October 19, 2012. Mary Ann Nestmann and Lousetta Carlson attended. The President was very approachable.
CI Staff Council Meeting

Agenda

December 6, 2012

11:30-1:00

1. Update on Staff Community Service Initiative
2. Discussion on changing job duties, JAQ, and performance evaluations
3. Open floor for recommendations on new staff policies
4. Any additional items from the floor
CI Staff Council Meeting

Minutes

December 6, 2012
11:30-1:00
310 LCLI

Convener: Mary Ann Nestmann – CI Staff Council Chair

Scribe: Lousetta Carlson

Approved:

Representatives Present: Mary Ann Nestmann (chair) (Division of Instructional Communication), Erin Berger (Graduate Programs), Lousetta Carlson (School of Library and Information Science), June Horn (School of Journalism and Telecom), Steve Ingram (Department of Communication), Scott Johnson (Technology), Charlene Monaghan in for Janice Birdwhistell (Dean’s Office), Emily Sallee (Student Services)

Others in Attendance Jonathan Clifton

Approval of minutes from November
June Horn moved to accept the November 9, 2012 minutes. Erin Berger seconded. Motion carried.

Update on Staff Community Service Initiative

The deadline for the collection of personal hygiene for the Hope Center is 12/17/12 in order to deliver on the 19th.

Mary Ann gave an update on findings regarding a staff community service day, more discussion will take place at the January meeting for a day of service.

Discussion on changing job duties, JAQ, and performance evaluations

The CIS Staff Council would like to make a recommendation that supervisors be encouraged to attend training for the upcoming performance evaluation of staff.

It is also recommended that if a person feels that their job description is not up-to-date that they talk with their supervisor and request that it be done. A revision to the job description doesn’t necessarily mean a new title or salary.
Planned an education day where Human Resource personnel would come and explain the JAQ process.
CI Staff Council Meeting

Agenda

January 3, 2013

11:30-1:00

1. Update on Staff Community Service Initiative
2. Update on Performance Evaluation Training
3. Discussion of Possible New Staff Award
4. Open floor for Staff Ideas/Concerns
CI Staff Council Meeting

Minutes

January 3, 2013
11:30-1:00

Maggie Room, Grehan

Convener: Mary Ann Nestmann – CI Staff Council Chair

Scribe: Lousetta Carlson

Approved:

Representatives Present: Mary Ann Nestmann (chair) (Division of Instructional Communication), Erin Berger (Graduate Programs), Lousetta Carlson (School of Library and Information Science), June Horn (School of Journalism and Telecom), Steve Ingram (Department of Communication), Scott Johnson (Technology), Janice Birdwhistell (Dean’s Office), Emily Sallee (Student Services)

Approval of minutes from December
Not available at this time.

Update on Staff Community Service Initiative

The Hope Center drive went well this year. Thank you June and Charlene for doing a great job.

Discussion on changing job duties, JAQ, and performance evaluations

The Dean agreed with the CIS Staff Council’s recommendation that training be mandatory for supervisors for the upcoming performance evaluation of staff. The Dean is very supportive of CIS staff.

Discussion of Possible New Staff Award

Janice reported that currently there is an Outstanding Staff Award but that the Dean has suggested that an additional Outstanding Staff Award be investigated. In addition, the Dean recommended that the staff council take responsibility for reviewing the nominations for Outstanding Staff Award and selecting the recipient. The council voted unanimously to accept this responsibility.
Next meeting will be Thursday, February 7, 2013 in the Lois Chan Conference Room.
CI Staff Council Meeting

Agenda

February 7, 2013

12:00-12:41

Agenda
I. Approval of minutes (attached)
II. Old Business
   1. Continued discussion of possible new staff awards
   2. Planning for guest speaker on benefits during open enrollment period
   3. Lunch opportunity with the Dean
III. New Business
   4. Additional staff concerns or issues
CI Staff Council Meeting

Minutes

February 7, 2013

11:30-1:00

Chan Conference Room, LCLI

Convener: Erin Berger

Scribe: Lousetta Carlson

Approved:

Representatives Present: Erin Berger (Graduate Programs), Lousetta Carlson (School of Library and Information Science), Steve Ingram (Department of Communication), Scott Johnson (Technology), Janice Birdwhistell (Dean’s Office), Emily Sallee (Student Services)

Representative Apologies: June Horn (School of Journalism and Telecom), preparing for International Fair, Mary Ann Nestmann (CI Staff Council Chair), out ill.

Others in Attendance: N/A

Approval of minutes from December and January
Janice Birdwhistell moved to accept the minutes from both meetings. Emily Sallee seconded. Motion carried

Continued discussion of possible new staff awards
Possible increase of the current amount. Approval would need to be through the Provost Office. Tabled, to be discussed at the next meeting.

Planning for guest speaker on benefits during open enrollment period
Benefit Open Enrollment period opens soon, possible guest speaker in April.

Lunch opportunity with the Dean
The Dean would like more involvement with the staff. We would like to propose groups of 3 be able to attend lunch with the Dean in the Spring, Summer and Fall. The first Lunch would take place in the Summer 2013.
Additional staff concerns or issues

Janice Birdwhistell recommended that recognition be given at the College Assembly to staff for their length of service.

Next meeting will be Thursday, March 7, 2013
CI Staff Council Meeting

Agenda

March 7, 2013
11:30-1:00

Agenda

I. Old Business
   A. Lunch with Dean
   B. Recognition of Staff Years of Service
   C. Staff Awards
   D. Update on Benefits presentation in April
   E. Reflection on PE Process

II. New Business
   A. Announcements - UK Appreciation Day
   B. Additional Suggestions and Concerns
CI Staff Council Meeting

Minutes

March 7, 2013

11:30-1:00

Maggie Room, Grehan Building

Convener: Mary Ann Nestmann

Scribe: Lousetta Carlson

Approved:

Representatives Present: Janice Birdwhistell (Dean’s Office), Lousetta Carlson (School of Library and Information Science), June Horn (School of Journalism and Telecom), Steve Ingram (Department of Communication), Mary Ann Nestmann (CI Staff Council Chair), Emily Sallee (Student Services)

Representative Apologies: Erin Berger (Graduate Programs), conference call, Scott Johnson (Technology), out ill.

Others in Attendance: N/A

Approval of minutes from February
June Horn moved to accept the minutes. Emily Sallee seconded. Motion carried

Lunch with the Dean
Janice is going to look at the Dean’s calendar and suggest a few dates for May or June 2013. A drawing will take place in April to select the staff attendees. All staff names will be put in the drawing and will be eligible for lunch with the Dean.

Recognition of Staff Years of Service
Mary Ann will meet with the Dean to recommend that staff services awards be recognized at the April 24th College Assembly.

Staff Awards
At the charge of the Dean the CCI Staff Council has reviewed other departments on campus to see how they recognize outstanding staff in their area. With that in mind the following recommendations have been made:

June Horn moved to request an increase in the current staff award from $200.00 to $500.00.

Request a second award within CCI for staff. Awards of $500.00 each, one for exempt and one for non-exempt staff.

**Update on Benefits presentation in April**
A presentation by a representative from Employee Benefits will take place at the April 4th meeting in the Maggie Room. More information will be sent out before the presentation.

**Reflection on PE Process**
Mary Ann reported that all supervisors and unit heads had attending training and that overall the CCI staff felt that it did make a difference.

**Additional Suggestions and Concerns**
Jill Seelmeyer, a recent graduate from our college is now the Development Assistant at God’s Pantry in Lexington and would be willing to work with the staff council for future community service ideas and donation drives.

**Announcements**
The University Staff Senate is currently taking nominations for the Staff Representative to the Board of Trustees. The campaign period will run from March 28 through May 1 that will include a candidate debate April 11th.

The 2013 UK Appreciation Day will take place at Commonwealth Stadium, Thursday, May 16th from 1:00-7:00pm. Mark your calendars for a day of fun when UK takes time out to say thank you! Enjoy food, live music, carnival rides, door prizes, exhibits, UK t-shirts, recreation, special guests, and more – all FREE!

The University Staff Council will hold a picnic sometime in June. More information to come.

Next meeting will be Thursday, April 4 at 11:30 am in the Maggie Room.
CI Staff Council Meeting

Agenda

May 2, 2013

11:30-1:00

Agenda

I. Approval of Minutes from March

II. Old Business

   A. Review of the past year’s accomplishments
   B. Selection of Staff for Lunch with Dean

III. New Business

   A. Suggested changes to the bylaws regarding representation.
   B. Plan for election of officers
   C. Any additional suggestions or concerns

IV. Announcements and Reminders

   A. UK Appreciation Day – Thursday, May 16, 1-7pm, Commonwealth Stadium
   B. Staff Senate Cookout – Friday, June 7, 11 am – 2 pm, Student Center Patio
      RSVP by May 24
   C. Open Enrollment for Benefits – ends May 10
CI Staff Council Meeting

Minutes

May 2, 2013

11:30-1:00

Chan Conference Room, LCLI Building

Convener: Mary Ann Nestmann

Scribe: Lousetta Carlson

Approved:

Representatives Present: Charlene Monaghan for Janice Birdwhistell (Dean’s Office), Lousetta Carlson (School of Library and Information Science), Steve Ingram (Department of Communication), Mary Ann Nestmann (CI Staff Council Chair), Emily Sallee (Student Services)

Representative Apologies: Hybe Girb June Horn (School of Journalism and Telecom), Scott Johnson (Technology).

Others in Attendance: N/A

Approval of minutes from March
Erin Berger moved to accept the minutes. Emily Sallee seconded. Motion carried

Review of the past year’s accomplishment
See attached

Lunch with the Dean
A drawing was held from all CI staff to attend the first lunch with the Dean. The following will have lunch with the Dean at the Boone Center of Tuesday, May 21st. Amy Triana, Lisa Brown, and Maggie Chapman.

Suggested changes to the bylaws regarding representation
Mary Ann Nestmann made the motion for a change in representation as follows: 7 members with open nominations from the entire College but at least one member from each academic unit
and the Dean’s office. In addition, members should be selected so there is at least one representative from the Business Officers, Technology and Student Services. Motion carried.

Dean’s Office

Department of Communication

Journalism and Telecommunications

School of Library and Information Science

Lousetta Carlson made the motion that members be given an option to serve another year as an officer. Charlene seconded the motion. Motion carried.

Announcements and Reminders

The 2013 UK Appreciation Day will take place at Commonwealth Stadium, Thursday, May 16th from 1:00-7:00pm. Mark your calendars for a day of fun when UK takes time out to say thank you! Enjoy food, live music, carnival rides, door prizes, exhibits, UK t-shirts, recreation, special guests, and more – all FREE!

Staff Senate Cookout – Friday, June 7, 11 am – 2 pm, Student Center Patio RSVP by May 24

Open Enrollment for Benefits – ends May 10
I. Approval of Minutes from May

II. Old Business
   A. Staff Lunch with Dean
   B. Review of changes to bylaws regarding representation
   C. Staff Senate picnic

III. New Business
   A. Suggested changes to the bylaws regarding nominating procedures
   B. Election of officers
   C. Any additional suggestions or concerns
CI Staff Council Meeting Minutes
June 5, 2013
11:30 to 1:00 p.m.
Maggie Room, Grehan Building

The meeting was called to order at 11:35 a.m. by Mary Ann Nestmann. Janice Birdwhistell agreed to take the minutes.

Council members in Attendance: Erin Berger-Graduate Program in Communication; Janice Birdwhistell-Office of the Dean; June Horn- School of Journalism and Telecommunications; Steve Ingram-Department of Communication; Scott Johnson-Technology; Mary Ann Nestmann-Council Chair/Instructional Communication and Research; and Emily Sallee-Student Services

Council Members Absent: Lousetta Carlson-School of Library and Information Science

Guests: Kaitlin Black-Instructional Communication and Research

Approval of minutes from May: Janice Birdwhistell moved to accept the minutes with the following changes: Delete Hybe Gird (Representatives Apologies) and add Erin Berger (Representatives Present). Steven Ingram seconded. Motion carried.

Old Business
Staff Lunch with the Dean: By all accounts it was a success. The Dean loved it and suggested we do it more often. It helped him to meet and know staff and for staff to learn more about each other. After some discussion it was decided that we would leave it the way it is currently structured. We will plan a spring, summer and fall “Lunch with the Dean” attended by three staff members. The next lunch will be scheduled in late July or early August.

Review of Changes to bylaws regarding Representation: Erin Berger moved that we approve the changes to Section III as written. Emily Sallee seconded. The motion carried. (See attached bylaws revisions).

Staff Senate Picnic: The Picnic is scheduled for June 7 on the Student Center Patio from 11-2. Members will be going over at different times during the Picnic.

New Business:
Bylaw Changes regarding the nominating procedures: In light of the changes made to the bylaws regarding representation, Mary Ann Nestmann proposed that the nominating procedures needed to be revised as well. Scott Johnson moved that we amend the bylaws as follows:
Section V: Nominating Procedures
In May, staff representatives for the Dean’s office and each major academic unit will oversee the call for nominations in their areas. Every unit listed in Section III of the bylaws must nominate at least 1 staff member for the council. Outgoing staff representatives may also nominate a new representative from any unit within the college, and staff may self-nominate. If more than 7 people are nominated for the board, an election will be held in June.

Erin Berger seconded. Motion carried.

Election of Officers: The following were elected to serve July 1, 2013 through June 30, 2014:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Steven Ingram</td>
<td>Department of Communication</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Scott Johnson</td>
<td>Technology</td>
</tr>
<tr>
<td>Secretary</td>
<td>Janice Birdwhistell</td>
<td>Office of the Dean</td>
</tr>
</tbody>
</table>

Additional Comments or News
Janice Birdwhistell asked the chair to meet with Dean O’Hair to again review our proposal to establish a second staff award and to raise the amounts of existing awards for college faculty and staff. The proposal had been put on hold because CI had not yet received next FY budget, but the Dean’s Office needs time to add and or revise award amounts with the Provost Office. Mary Ann Nestmann and Steven Ingram agreed to meet with Dean O’Hair regarding the matter. A reminder was also given that this will be the first year that the Staff Council will review applications and select the staff recipient(s). Erin Berger has the time line for promoting and accepting nominations and when the selection has to be finalized.

Janice also mentioned that the College would be celebrating its 20th anniversary this year and will be putting together a Committee to plan events. Homecoming (late October) may be a time to plan an event since we could utilize Alumni resources to promote the event. Nothing has been finalized. Scott Johnson expressed interest in serving on the College Committee. Mary Ann agreed to add the 20th anniversary celebration to the July agenda.

Mary Ann Nestmann further proposed that the staff council consider the possibility of fund raising for the 20th Anniversary celebration at the next meeting.

Janice Birdwhistell moved that the meeting be adjourned. June Horn seconded. Motion carried and meeting was adjourned at 12:45 p.m.