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Staff Council Meeting Documents

University of Central Florida Staff Council

10-19-2017

Minutes 2017-10-19

Staff Council

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Staff Council Meeting Minutes
Thursday, October 19th, 2017
Barbara Ying Conference Room

Present: Barbara Wilson, Bettina Baca, Betty Calton, Cissy Glowth, Elizabeth Lozada Rivera, Jamie LaMoreaux, Jeffery Golub, John Guildford, Juanita Simms Williams, Julie Voyles, Justin Strobel, Kay West, Kristell Padel, Maribel Amaro-Garcia, Mary Kaye Pascua, Patricia Hall, Patricia Trovillion, Rhodney Browdy and Ashley Longoria (HR)

Absent: [Emilia Paris](#), [Maria Molina](#), [Marguerite Lauchaud](#) and [Tara Priest](#)

Note: *Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 0930hrs by President John Guildford.

1. Welcome/Updates

- John welcomed the group.

2. Approval of Minutes

- Motion/Second motion made to accept minutes. No edits. Motion carried and minutes for September were approved.

3. Roll Call Attendance:

- Sign in sheet in lieu of roll call.

4. Treasury Report:

- No report was issued

5. Human Resource Updates – Ashley Longoria – Associate Director, Benefits & Leave Administration (HR)

- Payroll Updates/Reminders
 - Cell Phone Allowances: If existing recipients wish to continue receiving the allowance for 2018, the cell phone allowance needs to be resubmitted and marked for 2018. This includes any new allowances that began late in 2017.
 - Please encourage all of your employees to consent for their electronic W2.
 - Any changes to mailing/home address should be updated as soon as possible via Employee Self Service to ensure HR has an accurate and updated address on file.
 - Please watch the payroll calendars closely for early deadlines due to tax updates and other external factors that impact processing timelines.
 - Overpayments: Please make every effort to avoid overpayments. As HR winds down the calendar year, they run out of time by which to recover any overpaid funds to be paid within the calendar year before W2 processing begins. If you know someone could be overpaid due to late termination or ePAF, process Leave Without Pay or contact the payroll team for assistance in preventing overpayment.

- Annual End of Year Rollover: Employees who are reaching or at maximum for their annual leave balance- now is the time to start utilizing the hours if you do not want it to roll over. Rollover of excess annual to sick will occur with the PPE 1/11/2018
- Prudential Productivity Award
 - As a reminder, the deadline to submit nominations for the Prudential Productivity Award is November 10, 2017. Additional information can be found on the UCF website here: <https://www.ucf.edu/announcements/prudential-productivity-awards-nominations-currently-being-accepted/>.
- Open Enrollment
 - Reminder: Open enrollment is October 16 through November 3, 2017. Information on the 2018 plan year changes can be found on the Human Resources website at <https://hr.ucf.edu/open-enrollment/>.

6. *Committee Updates*

- ❖ Marketing
 - No report.
- ❖ Special Events/Fundraising Committee
 - Will be holding a meeting after this Staff Council meeting. Open for anyone to attend.
 - Still have available spots for those wanting to volunteer to help at the Benefits Fair.
 - Reminder: If anyone's office has any free items they would like to donate, Cissy will gladly accept them.
 - Will have left over cookbooks available at Benefits Fair. These will be a FREE gift to anyone making a scholarship donation of \$10.00 or greater.
- ❖ Scholarship/Charter Committee
 - 14 applicants for the FA2017 term.
 - Will get list and promote on Facebook.
 - Question as to whether or not Barnes & Noble will continue to offer a scholarship. Cissy is working to get more information on this.
 - Jamie will be checking with Fairwinds Credit Union to see if they may be interested in donating a scholarship.
- ❖ Goodwill
 - 11 toiletry/care packages given out since the September meeting.
 - Tina is gathering her "troops" to make Ghost Pops for the Benefits fair.
 - Will send out October birthday cards as soon as we get the list of birthdays.
 - Is in need of hair brushes/combs and body wipes for care packages.
- ❖ Research Committee
 - For those that may be needing to do comparison reports of other Florida Universities please use the following site <http://www.flbog.edu/universities/index.php>.

7. *New Business*

- Julie is working on meeting with Maureen (HR Rep) and Mr. Merck (Administration) to discuss the Aramark contract as well as other items, including future plans of and for staff council.
- Rich Sloan, College of Education, came by to speak about the United Way Campaign.
 - Reminder this is a local agency that keeps contributions in the community.
 - Out of 11 thousand UCF Employees only 6% contributed last year. Is challenging all employees to donate to this years campaign.

- Possible “Pop Up” Food Bank for Staff Members prior to the Thanksgiving Holiday. Kristell has been in communication with Michelle Brooks regarding this initiative. Michelle is scheduled to meet with Maureen 10/25 and will see if there are any new developments.
- John wants to remind everyone that if they are interested in doing the Toys for Tots drive that they need to email him so that their department may be added to the list.

8. *Adjournment*

- Meeting adjourned at 11:02 a.m. Motion/second/carried.