

University of Central Florida

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Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory
Council

5-17-2018

Minutes 2018-05-17

Staff Advisory Council

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Staff Council Meeting Minutes
Thursday, May 17th, 2018
Student Health Services

Attending Members: Betty Calton, Cissy Glowth, Karen Sgambati, Jamie LaMoreaux, Jeffery Golub, Julie Voyles, Kay West, Kristell Padel, Maribel Garcia, Tara Priest, Rhodney Browdy, Patricia Hall, Justin Strobel, Marguerite Lachaud, John Guildford, Emilia Paris, Bridgett Burk and Synithia Dowdell

Absent Members: Barbara Wilson, Elizabeth Lozada Rivera, Mary Kay Pascua and Juanita Simms Williams

HR Representative: Michelle Brooks

Guests: Elizabeth Herrera, Joanne McCully and Caryn Garcia

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 please notify a committee officer 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 09270hrs by President John Guildford.

1. Welcome/Updates

- John welcomed the group.

2. Approval of Minutes

- March minutes sent out electronically for review. There were no edits or corrections. Motion made to accept minutes. Passed unanimously.
- There were no April minutes due to the Staff Assembly taking place.

3. Roll Call Attendance:

- Sign in sheet in lieu of roll call.

4. Treasury Report:

- Still working to resolve the issue with the Federal ID Number. Payment of \$152.00 for this will be coming out next month and issue should be settled at that time.
- Received \$375.00 for table sponsorship at Assembly.
- Received \$ 1.43 in interest from switching of our account from checking to savings.
- Received \$191.00 in donations from Staff Assembly.
- Paid Aramark \$704.77 for food/equipment for Staff Assembly.
- Paid out \$250.00 for Dependent Scholarship.
- Paid out \$3.44 for square processing fee.
- Ending Balance as of 4/30/2018 \$6,027.43

5. Human Resource Updates:

- Reminder to use Personal Holiday (PH) by June 30th or lose it.

- Myrladi Perez has stepped down as UCF AFSCME representative and there is currently no replacement for her. UCF is in the process of looking for one. Compensation & Class Project still In Progress (IP). Updates are available on the HR Website.

6. **Committee Updates**

- ❖ Marketing
 - No report.
- ❖ Special Events/Fundraising Committee
 - Wanted to thank everyone for his or her help during the Staff Assembly.
- ❖ Scholarship/Charter Committee
 - No report.
- ❖ Goodwill
 - Birthday cards for May have been sent out.
 - Kay West would like to remind everyone to make sure that when they have new hires that they have their “plus 4” added to the directory so that we are able to get the cards to them.
 - Kristell needs list of Vendors/Donors for Assembly for “Thank You” cards. Kay will be delivering these to her this week.
- ❖ Research Committee
 - No report.
- ❖ Elections
 - Have approved six membership applications for the 2018-2020 term.
 - Betty Calton (Student Health Services) and Cissy Glowth (Business Services) are renewing their terms.
 - Karen Sgambati (Human Resources), Synithia Dowdell (SDES), Tara Herget (Human Resources) and Bridgett Burk (College of Sciences) are all new members to the Council.

7. **New Business**

- Kristell is looking to see if there is a way to find out how much money was donated to Staff Council Scholarships during the *Believe Campaign*.
- Staff Assembly 2019 Considerations
 - Consider sending individual emails to scholarship winners and having them RSVP so that we can give special recognition.
 - Consider having all attendees RSVP to help with space and refreshment issues.
 - Recommended that all persons working check in have full list of employee names to prevent them from standing in incorrect lines.
 - Consider working on the name so that Staff are more aware that this is a business meeting.
 - Consider separating drawing items so that employees can purchase extra tickets for items of interest.
 - Have biographies of persons speaking at assembly.

- Request that Mary Beth Ehasz be present as such a large population of employees fall under SDES.
- Committee reviewed the survey results received. Kristell will be working on a “Thank you for participating” letter to send out to all those that took the time to fill it out.
- Need to check on training needed to get Staff Food Pantry up and running during fall this year.
- Committee voted to make Staff Council more inclusive and have Non-Unit A&P allowed to participate on the committee effective July 1st, 2018. Decision unanimously approved. John has emailed Maureen, Mr. Merck and Tee Rogers to see what our next steps for need to be.

8. Adjournment

- Meeting adjourned at 10:49 a.m. Motion/second/carried.