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Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory  
Council

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3-15-2018

## Minutes 2018- 03-15

Staff Council

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**Staff Council Meeting Minutes**  
**Thursday, March 15<sup>th</sup>, 2018**  
**Barbara Ying Center**

Present: Barbara Wilson, Rhodney Browdy, Betty Calton, Emilia Paris, Jamie LaMoreaux, Jeffery Golub, John Guildford, Justin Strobel, Kay West, Kristell Padel, Maribel Amaro-Garcia, Mary Kaye Pascua, Patricia Hall, Michelle Brooks (HR), Elizabeth Herrera (HR), Karen Sgambati (New Member) and Tara Priest

**Absent: Bettina Baca, Cissy Glowth, Elizabeth Lozada Rivera, Juanita Simms Williams, Julie Voyles, Maria Molina, Marguerite Lachaud and Patricia Trovillion**

**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**

- At time minutes were discussed we did not have a quorum. Will need to do via e-vote, or at May meeting (April is the Staff Assembly).

**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. Must be reactivated with the IRS. In addition we must register with the state which carries an annual renewal fee of \$152.00. This will need to be worked into our budget as a re-occurring item. Motion was made to pay this fee, seconded. Motion carried. Treasurer will pay fee.
- Received \$925 for table sponsorship at Assembly.
- Received \$ .58 in interest from switching of our account from checking to savings.
- Paid out \$8.26 for square processing fee.

**5. Human Resource Updates:**

- Reminder the Sick Leave Pool will have open enrollment through 3/30/2018.
- Training Classes by EAP (Health) Advocate
  - Assertiveness 4/4/2018
  - Dealing with Difficult People 5/2/2018
  - Digital Distraction 6/6/2018HR will be looking for feedback on these classes.
- Dependent Eligibility Forms will be mailed to all employees claiming them. If you do not receive this by next week, please reach out to Benefits department.
- PeopleFirst will be down from 5:00 p.m. until 8:00 a.m. 3/16/2018 through 3/26/2018.

## 6. *Committee Updates*

### ❖ Marketing

- John will be sending an email to UCF IT about our website.
- Working to have more of a presence on Facebook

### ❖ Special Events/Fundraising Committee

- Shared the “proof” for the bags we purchased.
- Will be editing the “Save the Date” cards to adjust for new keynote speaker.
- Passed around sign up sheet for volunteers.
- Food ordered from *Einstein*
- Brought sample of table centerpiece.
- Looking for “give away” items from Colleges/Department.
- Will have special meeting set up to stuff bags.
- Blood Bank will be at the event.

### ❖ Scholarship/Charter Committee

- Jamie brought up the subject of loss of funding for scholarships. It was suggested that we temporarily suspend the Dependent Scholarship until more funding becomes available. A motion was made to suspend, revisit in fall 2019 to see if funds available and if so re-instate scholarship. Motion was seconded, all members voted to approve.

### ❖ Goodwill

- No report.

### ❖ Research Committee

- No report.

## 7. *New Business*

- Staff Council was offered opportunity to be present at the open forums being held for the Presidential search on 3/2, 3/6, 3/7 and 3/8. Several felt that this was for show and did not support this. A vote was taken with 8 in favor of attending, 4 opposed and 1 abstention. Updated 4/5/2018 that we did have a presence at these meetings and it was acknowledged that it was appreciated.
- John will be checking with compliance to verify that we can accept donations internally.
- 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* and if it would be possible to get the names of those that did so we can send them a “Thank you”.
- For next Assembly we may want to think about sending individual emails to scholarship winners and having them RSVP so that we can give special recognition.
- Suggested to have Staff Council Applications printed so that those interested can complete this during the assembly.
- John will be sending out an email with date for us to hold a “Special” meeting to elect a new Vice President as Julie is not able to fulfill her position due to medical leave.

## 8. *Adjournment*

- Meeting adjourned at 11:01 a.m. Motion/second/carried.