



University of Central Florida
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Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory
Council

11-15-2012

Minutes 2012-11-15

Staff Council

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STARS Citation

Council, Staff, "Minutes 2012-11-15" (2012). *Staff Advisory Council Meeting Documents*. 46.
<https://stars.library.ucf.edu/uspsstaffcouncil-meetingminutes/46>



Staff Council Meeting Minutes

Thursday, November 15, 2012

Computer Science 2nd Floor Conference Room

Present: Adele Adams, Pete Alfieris, Barb Brown, Anna Dvorecky, Cortright Francis, Susan Hill, Joanne McCully, Bill Scoltock, Michael Smith, Diana Soltys, Colleen Wilson Sylvia Ciaci:

Absent: Carmen Afonso, Rhodney Browdy, Rachel Emmanuel, Desiree Freeland, Steven Freund, Ann Saucer, Julie Voyles, Leslie Wier

Proceedings:

- Meeting called to order at 9:30 AM, by Vice President, Bill Scoltock
- Attendance: Sign in sheet in lieu of roll call
- Minutes of 10/18/12 had two (2) minor name changes then were approved

Human Resources Update:

Roxane Walton, Director of Personal Relations, HR Administration

- Question of the sliding scale was raised. For new hires or reclassifications, supervisors of units now have a 15% leeway to adjust an incoming salary based on market wages and at least two (2) years of experience. Vice presidential approval is required for a 20% adjustment and anything over 20% will require presidential approval. Existing employees should ask their supervisors to have an analysis of their position done through HR to determine if a raise is warranted based on the job description and a comparison of similar job salaries in their unit. Roxane suggested taking a list of accomplishment, added responsibilities and goals when asking the supervisor for a merit increase.
- The anticipated date for the new HR website is January 6, 2013
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- The question was asked if UCF had considered “early retirement” as an option to the budget crunch. Roxane stated this would have to happen at a state level.
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- **Regional Campus** asked about flex time and Roxane informed her that flex time is up to the individual units and not necessarily a university policy and the use of flex time would be addressed at the supervision level.

Treasurer’s Report: Susan Hill

- Balance in checking is \$ 6,371.50

Committee Reports

- Fundraising: Susan stated she will start sending out donation request letters in December.
- Scholarship: Ann said there were two (2) applications and she would notify the new members of her team so the applications could be reviewed
- Special Events: Reminder: USPS Holiday Party is December 7th at the Marketplace in Ferrell Commons.

Concerns

- ***Regional Campus*** asked about the possibility of Adobe Connect so that other regional campus employees could attend the USPS meetings. She said she needed to get an account with Adobe and then should be able to start connecting to the meeting as opposed to commuting.
- Pete asked for locations for the January and February meetings and two (2) people said they would check into their conference room availability.

Meeting adjourned at 10:45 AM by Staff Council President Bill Scoltock

Next meeting: December 7th

Location: Marketplace in Ferrell Commons

Meeting Minutes submitted by: Barbara Brown Staff Counsel Member