

10-17-2013

Minutes 2013-10-17

Staff Council

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Staff Council Meeting Minutes
Thursday, October 17th
Partnership II 209

Present: Adele Adams, Pete Alfieris, Barbara Brown, Anna Dvorecky; Rachel Emmanuel, Jeffery Golub, Kathy Hass, Cortright Francis, Desiree Freeland, Cissy Glowth, Nicole Henry, Susan Hill, Jamie LaMoreaux, Susan Hill, Julie Voyles, Mark Roberts, Betty Calton, Rhodney Browdy, Katie Pomp, Michael Smith, Bill Scoltock

Absent: Sylvia Ciaci - excused, Steven Freund, Ann Saucer and Pauline Strauss -excused

***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.*

Proceedings:

- Meeting called to order at 9:30 a.m. by President Joanne McCully
- Attendance: Sign in sheet in lieu of roll call

Joanne moved to approve September minutes and motion was seconded by Anna. Motion carried by unanimous vote.

Treasury Report: Susan Hill - USPS Treasurer.

- Balance in checking as October 15, 2013 is \$8,049.56.

Guest Speaker Eric Nielson – Senior Computer Technician for Regional Campuses

- JoAnn introduced Eric and stated he would be discussing Adobe Connect features that included: Camera Voice; Chat; Attendee List; Share; Notes; File Share; Web Links; Poll and Q and A.
- Eric stressed the following facts about Adobe Connect:
 - I. Adobe Connect is a pod based meeting presentation platform, not a teaching medium.
 - II. Adobe Connect is great for one on one communication or one on many webinars.
 - III. Do not put anything in Notes that you do not want everyone to see.
 - IV. Adobe Connect runs better with a wired connection as opposed to wireless.
 - V. Adobe Connect is a great tool to connect with Regional Campuses.
- Eric also touched on the importance of the presenter area and proper layout, and to be aware of the camera because all attendees can see and hear you.
- Regional Campus website is www.rc.ucf.edu.
- The USPS Council connect is rcf.ucf.edu/uspscouncil. When link is implemented, we will have the ability to broadcast the meeting live, interface with the regional campuses and record our meetings.
- Adobe Connect cost is \$175.00/year.

Human Resource Update: Mark Roberts – Assoc. VP & Chief Human Resources Officer HR Administration

- Mark stated the one percent (1%) raise will take effect between November 8th and November 22nd.. The board of Trustees will final vote on the raise on November 14th.
- OPS employees, students and adjuncts all should have received a letter from People First at their residence offering them the opportunity to purchase insurance, if they are eligible. All eligible employees in this category must average thirty (30) hours per week to qualify for benefits. The first year average will be determined by taking the hours worked from April 1st, 2013 through October 2, 2013. In following years average will be determined from October 3rd through October 2nd of the following year.
- Open Enrollment will take place during October 21st through November 8th.
- President Hitt has approved time off for the holidays starting December 23th and returning January 2nd.
- UCF is still conducting a national search for a suitable candidate to fill Mark's position.

Committee Budgets

- *Goodwill committee* – budget present for \$300.00/year.

Committee Updates

- *Fundraising Committee* –Joanne reiterated that all committees need to be involved in fundraisers and, any funds used throughout the year should also be replaced through fundraising activities.
- *Scholarship Committee* – Jamie reported that the committee is redoing the scholarship application and will be finished soon. The Bookstore will be participating again in scholarships. Four (4) scholarship awards at \$100.00 each for a total of \$400.00. Susan suggested finding out the following patrons of UCF will still participate in funding scholarships.
 - I. Credit Union three (3) \$100.00 scholarships
 - II. Alumni Center one (1) for \$250.00 (students only)
 - III. Gabor Agency one (1) for \$100.00.
 - IV. Wackadoo's
- *Research Committee* – USPS meetings are booked until December. Please let Cortright know if you have a conference room available any month during January through June. Also, the council plans to go to the Lake Mary Campus for a regional meeting. Desiree suggested the staff council give a summary of what the staff council does to the regional campus.
- *Marketing Committee:* Bill mentioned that two (2) out of (3) households were viewing the UCF/South Carolina game bringing national attention to our campus and greater revenue – Go Knights.
- Joanne also stated that if anyone has anything to submit to the newsletter to be sure to contact Pete or Bill.
- *Philanthropy Committee* – Joanne suggested USPS council dedicate time to the Sanford homeless shelter. The shelter will be contacted to determine their needs.
- *Budget Committee* – No report.

- ***Special Events Committee***

- V. December 19th at the Hilton Garden Inn for Holiday Party. – We will have a secret gift exchange (no more than \$10.00).
 - VI. October 21st Diversity Breakfast October 21st through October 25th - diversity week.
 - VII. Relay for life - \$10.00 fee for each member.
 - VIII. Campus wide toys for tots.
 - IX. Graduation Ceremony December 13 (Anna will attend morning session, Pauline will attend the afternoon session) December 14 (Barbara will attend session).
- ***Elections/Charter Committee*** – No information reported.
- ***Good Will Committee*** – Birthday card for September were distributed to USPS employees. Birthday cards will be distributed for November on October 28th.

Other Concerns:

Meeting adjourned at 11:35am

***Next meeting November 21 9:30am -11:30am – College of Medicine at Lake Nona Room 211
Guest speaker will be Dr. Ralph Caruana, Associate Dean Clinical Affairs and Char of Clinical
Sciences at the college of Medicine - Topic: Pegasus Health Services for UCF Employees***