

1-21-2016

## Minutes 2016-01-21

Staff Advisory Council

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***Staff Council Meeting Minutes***  
***Thursday, January 21, 2016***  
***Recreation and Wellness - Room 206***

Present: Debbie Pope, Joanne McCully, Desiree Freeland, Barbara Brown, Jamie LaMoreaux, Bonnie Belot, Jenna Capp, Osepha Felix, Cissy Glowth, Elizabeth Livingston, Kristell Padel, Chris Tangel, Julie Voyles, Tricia Trovillion, Jeff Golub, Danielle Frazier, Rhodney Browdy,

*Absent: Paula McClure, Bettina Baca, Maribel Amaro-Garcia, Sandra Briggs, Elizabeth LaTorre-Barreto, Susan Hill, Maria Molina, April Murdoch, Pauline Strauss, Tonya Walker and Kay West*

**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 Debbie Pope.

***1. Welcome/Updates***

Debbie welcomed all staff council members, Sheila Daniels (Human Resources), and Jennifer Farinella-Black (Continuing Education).

***2. Approval of Minutes***

- Chris Tangel moved to accept the minutes and Danielle Frazier seconded the motion. Staff Council minutes were approved unanimously.

***3. Roll Call Attendance:*** Sign in sheet in lieu of roll call.

***4. Treasury Report***

- Desiree Freeland No expenditures last month balance is \$6141.39.

***5. Guest Speaker: Jennifer Farinella-Black – Coordinator Continuing Education***

Jennifer presented the following services offered by the Department of Continuing Education and explained that most of the classes offered were non-credited hours towards a degree at UCF, but CEUs could be obtained toward certifications and certification renewals.

- Certified Financial Planner
  - Financial and Retirement Strategies
  - Cash flow and Savings
  - Investments
  - License
  - Retirement
  - Estate Planning
  - Taxes
  - Test Preparation
- Test Preparation
  - GA Exams
  - College Entrance Exam
  - Certification Exams.

- Insurance Pre-license and Certification Programs
- Home Inspection Master Training Course
- IT Training
  - New Horizons
  - Face to Face Desktop Computer Applications
- Online Training
  - Grant Writing
  - Medical Billing
  - Business Writing
  - Leadership
  - \Wellness
- Fiber Optics
  - CFO Technical Course
  - Splicing Course
  - Testing and Maintenance
  - Outside Plant Maintenance
- Photonics
  - Offered online
- Professional Human Resource Management
  - Essential Human Resource Management
  - Human Resource Generalist Certification

Professional Human Resource Management (may require additional training). For more information go to [www.ce.ucf.edu/phrm](http://www.ce.ucf.edu/phrm)

- Project Management
- Risk Management Licensure – Medical Professionals
- UCF Coding Bootcamp
  - Browser Base Technology
  - Sever Side Development
  - Database.

Tuition Reimbursement is not an option for the classes however, the Continuing Education department does process IDTs (Inter Department Transfers). For more information go to [www.ceprograms@ucf.edu](mailto:www.ceprograms@ucf.edu)

## **6. *Human Resource Updates – Sheila Daniels – Associate VP Human Resources (HR)***

Sheila Daniels updated the committee on the compensation restructuring project.

- Funding for the project was approved last week.
- Consulting firm has been selected and pricing is being negotiated.
- Project will take 18 to 20 months to complete.
- Paygrades will be updated to be more comparable with the private sector.
- Town meetings and committees will be conducted for input.
- New compensation restructuring will empower managers.
- Career progression will be part of compensation restructure.
- All position descriptions will be sent to HR for evaluation and may involve:
  1. Title changes
  2. Position descriptions may change
  3. New positions may be developed
- Compensation restructuring will be based on the Fair Labor Act

After the compensation restructuring the Human Resources department will look at E-Recruitment in PeopleSoft and then the Time and Labor modules.

7. ***Human Resource Updates – Ashley Longoria – Benefits Manager –***

- Tuition waver committee is being formed to update tuition reimbursement benefits.
- Performance Appraisals are due February 15<sup>th</sup>
- W2s are available electronically through “MY UCF Portal”
- February 4<sup>th</sup> check will reflect 2% increase, 1% increase and \$800.00 bonus.
- Retirement classes will now be referred to as Financial Wellness and will start in April. Spanish version will also be available.

***Committee Updates***

❖ Marketing

- New marketing chair is needed.

❖ Special Events

- Staff Assembly will be April 22<sup>nd</sup> - Chief Beary will be guest speaker.
- Recipes are needed for the fundraiser cookbook.
- Search for a space continues for the employee pantry and a business plan will be developed.
- A suggestion was made to the committee to check with Tee Rogers and the Foundation for a possible pantry location.

❖ Scholarship Committee

- 55 people viewed the website 9 people applied
- Committee will meet soon to award scholarship

❖ Fundraising Committee

- Recipes are needed for the fundraiser cookbook. All committee members are asked to pass the word about the cookbooks

❖ Goodwill

- One sympathy card and birthday cards distributed.
- Until goodwill link is completed on the website, please e-mail any significant event you would like a card for to **Barbara.brown@ucf.edu**.

❖ Research Committee

- Barbara checked on CPR classes. Environmental Health and Safety would like a head count of people that are interested in the class.

❖ Charter and Election Committee

- Nothing to report

❖ Diversity Committee

- Nothing to report

8. ***New Business***

- No new items

9. ***Adjournment***

- Meeting was adjourned at 11:30am

***Next meeting February 18th- 9:30am-11:30am— Purchasing Conference Room @ OTC***