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Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory  
Council

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7-18-2013

## Minutes 2013-07-18

Staff Advisory Council

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**Staff Council Meeting Minutes**  
**Wednesday, July 18, 2013**  
**College of Sciences, Room 201 Conference Room**

**Present:** Anna Dvorecky, Betty Calton, Bill Scoltock, Cortright Francis, Jeffery Golub, Joanne McCully, Julie Voyles, Michael Smith, Pete Alfieris, Rachel Emmanuel, Rhodney Browdy, Susan Hill, Sylvia Ciaci, Nicole, Henry, Jamie LaMoreaux

**Absent:** Adele Adams, Ann Saucer, Barbara Brown, Chudney Defreitas, Colleen Wilson, Desiree Freeland, Pauline Strauss, Steven Freund

**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, the procedure is to 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
- Bill Scotlock approved 6/20/13 minutes
- Jamie LaMoreaux second the minutes
- All in favor of the 6/20/13 minutes
- Minutes of 6/20/13 were approved

**Human Resources Update:** Mr. Mark Roberts, Chief Human Resources Officer HR Administration

The Florida legislature has provided salary increases as summarized below:

- Employees who earn a base salary of less than or up to \$40,000.00 per year, as of September 30, 2013, will receive an across-the-board salary increase of \$1,400.00;
- Employees who earn a base salary of more than \$40, 000.00 per year, as of September 30, 2013, will receive an across-the-board salary increase of \$1,000.00 provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41, 000.00.
- Part-time employees will receive the pro-rated salary increase on the full-time equivalency of the employee's position.
- Salary increases are based on UCF hire date, not departmental hire dates.
- New hires are not eligible.
- Merit raise of \$600 lump sum to 35% of employees will be implemented in June 2014.
- Eligibility guidelines for the Legislative salary increases and Merit raises are still being finalized.

- OPS will be offered same health care as staff, if they work an average 30 hours or more per week, utilizing complex calculations and regulations based on the average time the employee worked during the measurement period.
- ❖ Mr. Mark announced that he will be retiring at the end of the year, December 31, 2013.
- ❖ Mark served as the USPS Staff Council Advisor for 27 years

**Treasurer's Report: Susan Hill**

- Balance in checking is \$8,299.56

**Power Point Presentation by Staff Council Officers: (see attached PowerPoint Presentation for more details)**

- The Staff Council Officers went over a Power Point presentation covering the following information:
  - USPS Staff Council Advisor - Mr. Mark Robert, Assist. VP / Chief Human Resources Officer
  - USPS Staff Council Sponsor - Mr. William Merck, Vice President and Chief Financial Officer
  - Introduction of Staff Council members present at the meeting
  - General expectations of each staff council member
  - USPS Staff Council Mission Statement – The USPS Staff Council Mission Statement is applicable for revision. If anyone has any revision they would like to be made to the mission statement, please submit request to the President and the Secretary to be place on the agenda for discussion at the following Staff Council meeting.
  - USPS Staff Council goals for the year
  - Code of Ethics
  - USPS Staff Council Committees –
    - Budget (new)
      - Susan Hill (Chair)
      - Rachel Emmanuel
      - Cortright Francis
    - Marketing / Newsletter (new)
      - Pete Alfieris
      - Bill Scotlock
      - Nicole Henry
      - Julie Voyles
      - Anna Dvorecky
    - Special Events
      - Julie Voyles
      - Betty Calton
      - Anna Dvorecky
      - Susan Hill
      - Joanne McCully



- Scholarships
  - Ann Saucer (Chair)
  - Jeffrey Golub
  - Jamie LaMoreaux
  - Rachel Emmanuel
  
- Sponsorship (new)
  - Susan Hill
  
- Fundraising
  - Mike Smith
  - Susan Hill
  
- Philanthropy (new)
  - Rachel Emmanuel (Chair)
  - Joanne McCully
  - Betty Calton
  
- Good Will (new)
  - Jamie LaMoreaux (Chair)
  
- Charter and Elections (new)
  - Mike Smith (Chair)
  - Jeffrey Golub
  - Jamie LaMoreaux
  
- Research Committee
  - Cortright Francis
  - Nicole Henry

Note: a sign-up sheet was passed around. The Staff Council President is asking for each member to serve on a committee or be appointed to one. Each committee needs 3 -7 members. You may serve on more than one committee. If you haven't already done so, please review the committee assignment spreadsheet and notify the President and Secretary of which committee you would like to serve on.

- UCF Committees
  - Faculty & Staff Benefits Committee
  - Strategic Planning Committee
  - Athletics Advisory Committee
  - Bookstore Advisory Committee
  - Parking & Transportation Committee
  - Parking Citation Committee
  - Ethics & Compliance Advisory Committee

**Group Breakout session:** Tabled

**Other Concerns:** N/A

**Today's refreshments provided by:** ARAMARK

**Meeting adjourned:** 11:30 a.m.

**Next meeting:** Thursday, August 15, 2013

**Location:** Facilities and Safety Conference Room 162