

3-20-2014

## Minutes 2014-03-20

Staff Advisory Council  
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Staff Council Meeting Minutes

Thursday March 20, 2014

Engineering II Room 202A

**Present:** Joanne McCully, Adele Adams, Rachel Emmanuel, Cortright Francis, Cissy Glowth, Jeffery Golub, Marvin Pyles, Jamie LaMoreaux, Desiree Freeland, Katie Pomp, Rhodney Browdy, Mike Smith, Melissa Anderson, Noreen Hodapp, Pete Alfieris, Pauline Strauss, Chudney DeFreitas-Thomas

**Absent:** Bill Scoltock, Betty Calton (excused), Barbara Brown (excused), Steven Freund (excused), Susan Hill (excused), Julie Voyles

**Note:** Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and time 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 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

**Welcome – Staff Council President:**

- Joanne McCully welcomed and thanked everyone that could make the meeting at Engineering II meeting.
- Suggested by Joanne McCully to buy a \$100.00 gift card from Publix for Susan Hill. It was opposed by a member and a discussion generated. It was proposed by a council member that we take up a collection and we did. With the remainder of the balance be taken from Staff Council account. It was voted upon and it was voted unanimously. Cissy Glowth seconded it.

**Approval of Minutes for February 20, 2014 meeting:**

- Mike Smith moved to approve the minutes and Cissy seconded the motion. Minutes were approved unanimous vote.
- The approval of the minutes should only to be sent to Marvin Pyles, Joanne McCully, Cortright Francis for first review.

**Graduation Needs:**

- May 1<sup>st</sup> at 7:30 a.m. - 12:00 p.m. - Jamie
- May 1<sup>st</sup> at 1:00 p.m. – 4:30 p.m. - Barbara

- May 2<sup>nd</sup> at 7:30 a.m. – 12:00 p.m. - Joanne
- May 2<sup>nd</sup> at 1:00 p.m. – 4:30 p.m. – Julie
- May 3<sup>rd</sup> at 7:30 a.m.-12:00 p.m. – Julie
- May 3<sup>rd</sup> at 1:00 p.m. – 4:30 p.m.- Steven

**Treasurers Report:**

- Joanne McCully per Susan Hill
- Balance in checking \$7,347.40 as of March 20, 2014.

**Staff Council Meeting Locations:**

- Steven Freund has listed all the meeting locations and dates on the web site. He has done a good job at good all the events updated.
- Joanne McCully said Thank you to Desiree for helping getting Seminole State for last month's meeting.

**New Members:**

- Joanne McCully has asked current members for recommendations for new candidates to join Staff Council. Staff Council currently has four openings on the council. Linda Anderson may be a new candidate.

**Scholarships:**

- There were forty applicants for the scholarships.
- Research how to get things advertised for the future. Cissy Glowth will research and coordinate with Jaime LaMoreaux for the next advertisement for scholarships. Advertising made the difference in number of applicants.

**Research Committee:**

- Cortright Francis will research from other Universities new activities for the Council.

**Marketing:**

- 100 bags were donated from SGA.. Julie assisted with getting the bags from SGA. Stylus pens were purchased out the Staff Council account for advertising purposes.
- Working on the Staff Council newsletter. Please submit your information or stories to Pete Alfieris.
- The Plaque at Millican Hall with Past Presidents of Staff Council has been updated.
- Staff Council will move Presidential Plaque closer to Staff Council Bulletin Board on 2<sup>nd</sup> floor.

**Staff Assembly:**

- Staff Assembly will be held at the Cape Florida Room, Room 316 on April 16, 2014 at 9:30 am to 11:30 a.m. President Hitt will giving the welcome at the Staff Assembly along with Mr. William Merck and Marvin Pyles. . The guest speaker will be Todd Stansburry.

- Barnes & Nobles (gift bags), stylus pens will be given from Staff Council, Rec. & Wellness (cliff bars), 100 items from Regional Campuses. Employee of the month applications will also be put in each bag. Gift bags will be stuffed in advance of the Staff Assembly. Several members of Council helped to stuff the bags prior to the week prior to assembly.
- Pete Alfieri mentioned that more than 3 people were needed at registration table due to giving out the bags.
- Web cast will be set up for Staff Assembly. USPS staff/Area campuses will be able to watch if unable to attend the meeting.

**Human Resources Updates – Marvin Pyles, Associate VP/Chief Human Resources Officer:**

- HR will likely begin a project to restructure the Classification and Compensation system. The project should start from scratch and map current positions to updated market jobs. There may be limitations due to the USPS CBA with AFSCME that lists specific job titles. A question was asked about job families, and Marvin said job families are vital to a healthy structure and providing opportunities for advancement and professional growth. Joanne McCully said she hopes this will give people a chance of advancement into other positions.
- Cortright Francis asked "Are merit raises given through departments"? How do you get it?" It was explained that other than across-the-board raises, each unit head has discretion to allocate special pay increases for merit and other considerations.
- Another focus will be on updating the recruitment process.
- Another focus will be on updating our time and labor reporting to eliminate paper time sheets. We will hopefully be moving away from paper to web based. Need to identify which technology will work best. HR will look at user groups for new time system.
- Statute for the \$600.00 has been determined and 35% of the E & G employees. The \$600.00 will be determined by the unit heads like Deans and Directors. Joanne McCully said criteria should be different for USPS & AP positions. It should be equally distributed within the departments.

**Philanthropy:**

- Chudney Defreitas-Thomas would like to raise funds to help USPS staff needs.
- Focus on two events to raise funds a year.

**The next Staff Council meeting will be held on May 15, 2014 at RWC Room 206.**