

3-16-2017

## Minutes 2017-03-16

Staff Advisory Council

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Minutes - 20170316

**Staff Council Meeting Minutes**  
**Thursday March 16, 2017**  
**Student Health Services Conference room 313**

Present: Michelle Brooks (HR), Barbara Brown, Bonnie Belot, Debbie Pope, Jenna Capp, , Julie Voyles, Elizabeth Livingston, Jamie LaMoreaux, Rhodney Browdy, Juanita Williams, Trisha Trovillion, Kristell Padel, Kay West, Royalty-Rose, John Guildford, Emilia Paris, Marguerite Lachaud, and Betty Calton

**Absent: Tina Baca, April Murdoch, Cissy Glowth, Jeff Golub, Paula McClure, Joanne McCully, Maria Molina, Elizabeth Richner, Stacey Royalty-Rose, Maribel Amaro-Garcia, Chris Tangel, and Pauline Strauss**

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**

- o Debbie welcomed all members and guests.

**2. Approval of Minutes**

- o Motion was made by Kay West to accept the February 17<sup>th</sup> Staff Council meeting minutes contingent upon HR changes that were discussed. Marguerite Lachaud seconded the motion.

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

**4. Treasury Report:**

Treasury Report was distributed to Staff Council members via e-mail.

**5. Guest Speaker:** Tim Bell (Branch Manager for CFE)

- o Tim said CFE has partnered with UCF for 3 years now and he wanted to let everyone know that CFE is not just for checking accounts and not just for students. Many other services are offered such as:
  - Low interest Mortgage refinancing 4.3 with 0 points
  - Low interest auto loans -1.99%
  - Rebuilding credit rating
  - Financial literacy
  - Advice on identification theft
  - Discounted movie tickets
  - Stamps
  - Student and youth accounts
- o Tim stated that anyone interested in refinancing a mortgage should do it now, it is a great time and interest rates are very low. He also said to be careful of any business ventures (all should be thoroughly scrutinized).  
If you have any financial concerns or questions Tim can be contacted anytime.

## **6. Human Resource Updates – Michelle Brooks -Assistant Director, Employee Relations, Human Resources (HR)**

- Michelle shared an update from Ashley Longoria there will be a Financial Wellness series upcoming soon (more information on the series can be found on the HR website).
- The Compensation and Class Project is divided into four (4) parts and is in the process of looking at the administration section (part 3). This section is the lengthiest.
- No news on paperless time cards as of yet, but this phase will be implemented soon.
- Human Resources department are looking into new programs to mitigate the process of tracking new hire applications (Page-up and Taleo).

## **7. Committee Updates**

- ❖ Marketing
  - No report.
- ❖ Special Events/Fundraising Committee
  - Budget for Staff Assembly was approved.
  - Twelve (12) tables were sold for Staff Assembly at \$125.00/table. Funds for nine (9) tables have been collected so far.
  - Catering will be the same as last year but quantities have been increased.
  - Table cloth pricing at the Student Union increased from \$5.00 to \$15.00 so Betty Calton is looking into tablecloth prices from Aramark.
  - The UCF Arboretum will be donating 300 plants (basil, rosemary and thyme) for the Staff Assembly and 25 larger plants for the centerpieces.
  - The Staff Assembly theme for this year is Work, Life, and Balance.
  - Bags are being priced.
  - Giveaways – there are 100 shirts with the logo Work, Life, and Balance will be given away to the first 100 people; Health Center will give Advil and hand sanitizers; the College of Medicine have donated 250 pins; Staff members are asked to try to find other giveaways to put in the bags.
  - There will not be a raffle (oops I mean drawing) this year.
  - Blood bank may have a table and have a contest to see if a blood goal can be reached.
  - Wear Staff Council shirt at the Staff Assembly which will start early this year 8:30 a.m.
  - Speakers will be Dr. Hitt for opening; Grant Heston film presentation; Dr. Debra German keynote speaker; Mr. Merck closing.
- ❖ Scholarship/Charter Committee
  - Jamie has one (1) scholarship left to distribute.
  - Need volunteer to run the election process for new officers next year.
  - Terms for Staff Council officers will expire this year.
- ❖ Goodwill
  - New birthday cards are waiting for budget approval to distribute birthday cards.
- ❖ Research Committee
  - No report.

## **New Business**

- No new business

## **8. Adjournment**

Meeting was adjourned at 10:45am

*Next meeting April 13<sup>th</sup> Staff Assembly – Pegasus Ballroom @ Student Union*