

3-16-2022

Minutes 03-16-2022

Staff Council

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Staff Advisory Council (SAC)
Wednesday, March 16, 2022
Zoom Connect

Attending Members: Jose Arce, Jerry Archambault, Jean Bagga, Steven Blackburn, Eric Brewington, Ron Carey, Jordan Castillo, Damien Chaffin, Page Curry, Marta De Corral, Anita Gabbard, Brendan Galante, Cissy Glowth, Darryl Gordon, Iolanda Guseman, Patricia Hall, Ashley Hilyer, Gwen Hubbs, Shirley Jeffrey, Melinda Kramer, Jamie LaMoreaux, Maria Lopes, Kate Mascheri, Erika Menna, Danielle Miller, Carey Ann Morales, Tracey Morrison, Samantha Mundell, Joe Mulley, Angela Nichols, Kristell Padel, Emilia Paris, Toni Rooney, Stacey Royalty-Rose, Dan Ryley, Janice Sante, Shela Siegrist, Aaron Smart, Mary Lynn Smith, James Smith Jr, Justin Strobel

Absentee Members: Jeff Golub, Phyllis Kornegay, Karen Maynard, Vicky Ortiz Batson, Susan Vernon-Devlin, Brian Villar, Doshie Walker, Kathleen Wilson

The SET & Knight Vision Teams: Maureen Binder, Kelly Ferris, Kathy Mitchell, Gerald Hector, Cat Puckett, Misty Shepard, Luke Taylor

HR Updates: Michelle Brooks, Elizabeth Herrera, Ashely Longoria

Note: Staff Council meets every third Wednesday 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 please notify a committee officer 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 9:30 AM

1. Welcome/Updates

- o SAC President's Cissy Glowth welcomed the group

2 The SET & Knight Vision Teams

2.1 Gerald Hector

- The student's enrollment used to grow 2% every year; that was a planned growth; we have to manage that growth; we need a better way to allocate the resources
- SET is aligning our business processes with our budgets, our resources, and to get us to a more efficient way to operate
- Campus community didn't know how the university is functioning, financially and operationally; didn't know that the tuition rates are set up by the legislature of the state of FL
- 3 years ago, carryforward rules changed: when we don't spend our E&G funds they are ending in carryforward. When it gets to the new fiscal year, we cannot use it in recurring expenses anymore.

2.2 Maureen Binder

- We are at the stage of filling new roles for SET
- We designed the operating model for SET
- We designed what services are handled where: at the centralized centers levels, colleges, office of research, administrative centers
- We have 405 employees that expressed interest
- We identified the SET Leadership in colleges
- We are working on training materials that can be accessed: on line; printed job aids; or in person

2.3 Misty Sheppard

- The leaders for the centers were identified
- They are working on filling the positions in their business centers

2.4 Luke Taylor

- SET leaders received the names of interested staff
- Selected staff started receiving offers from March 14; the roles will be filled by April 30
- Supervisors, and transition teams will be notified

- “Other” non-HR, and non-Financials responsibilities will be tracked; all employees were given a responsibility tracker to fill out
- Technology, equipment, and space will be determined by the on-boarding team
- There is more work than people at UCF
- We are working on defragmentation of the organization; employees will be specialized

2.5 Cat Puckett

- The compensation will be leveled; if a person is paid less than the SET position, they will be brought up
- We need to continue to get better, to improve by getting feed back from our users when the new Workday system will be implemented

2.6 Kelly Ferris

- There are couple of ways for communicating information: SET Gazette; Lunch and learn sessions; virtual open forms that are happening

2.7 Questions and Answers sessions:

- Q: Are the people in the new SET roles providing support to their previous depart?
They will provide support where the need is in that college; the advantage of the new model is that it will be easier for the employees to take days off because they will have someone else from the center covering for them
- Q: For the grant funded roles how SET will affect them
The SET team is aware that these employees can work only in their departments that are grant funded. There is no decision at this time.
- Maureen: The position descriptions for SET on the Knight Vision website will give you the minimum qualification; It will give you the salary grade; the SET positions don’t require college degrees; the experience can substitute the degree
- Q: If employees received multiple offers for SET roles, when they need to choose one?
On Monday(03/18/2022) the SET teams will start making offers. The HR, and Financial Teams should work with each other before making offers.
- Maureen: The transition will be difficult, but our work will be more efficient
- Gerald Hector: carryforward is only E&G money; when there are salary increases employee paid by the auxiliary, and grants accounts need to figure it out from where to take the funds, for increases.
- Maureen: The HR need to work with the Unions before increases the employees salaries
- Gerald Hector: We didn’t increase the tuition since 2012, but inflation increased to 7.5%
- Q: Was the E&G accounts were restored after the issue with Trevor Hall building?
The penalties were paid with auxiliary accounts.

3 *Approval of Minutes*

- 3.1 Motion to accept minutes: Shirley Jeffrey
- 3.2 Second to accept minutes: Jose Arce
- 3.3 Motion passed

4 *Treasury Report: Jamie LaMoreaux*

4.1 February 1 – 28, 2022

4.1.1	Business Share Savings Beg Balance	\$6,302.70
4.1.2	Business Non-Profit Checking	\$0.00
4.1.3	Dividends	\$0.00
4.1.4	End Balance Business Share Savings	\$6,302.94

5 *Human Resource Updates:*

- o Ashley Longoria: not many updates from HR. Everyone is working on implementing the new model SET
- o Just reminders of: Sick Leave Pool; Annual Notices are going to employees; Financial Wellness Series in April.
- o Benefits fair will be in person, on Tue, Oct 25, 2022.

6 *Roll Call Attendance:*

- 6.1 41 members present
- 6.2 8 members absent

7 *Committee Updates*

- ❖ Marketing / Sponsorship Committee

- 7.1 Kristel Padel/ Eric Brewington

- Nothing to update

- ❖ Special Events/Fundraising Committee

7.2 Doshie Walker/Erika Menna

- Nothing to update

- ❖ Scholarship Committee

7.3 Jamie LaMoreaux/Aaron Smart

- There are people donating to our scholarship fund
- Two scholarships @\$250 were given away

- ❖ Sunshine Committee

7.4 Carey Ann Morales/Melissa Gillis

- They met this morning to welcome the new committee member
- They are working on sending anniversary cards to employees

- ❖ Research / Historian Committee

7.5 Page Curry/Tracey Morrison

7.5.1 No updates for committee, they didn't meet

- ❖ Elections Committee

7.6 Vicky Ortiz Batson/Shela Siegrist

- Nothing to update

- ❖ University Events Support

7.7 Cissy Glowth/Jim Smith

- Some members will be working on Knights Star Award but need a few more volunteers. If interested, please reach out

- ❖ Parking Committee

- Brian Villar
- Parking Committee did not meet last week and the only new business with them is the Parking Regulations for 2022 - 2023 were approved.

8 *New Business:*

No new business.

9 *Adjournment*

9.1 Meeting adjourned at 11:45 AM

9.2 The meeting wasn't formally adjourned