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Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory
Council

11-16-2022

Minutes 11-16-2022

Staff Advisory Council

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STARS Citation

Council, Staff Advisory, "Minutes 11-16-2022" (2022). *Staff Advisory Council Meeting Documents*. 197.
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Staff Advisory Council Meeting Minutes

November 16, 2022

Attending Members: Cissy Glowth, Kristell Padel, Jim Smith, Iolanda Guseman, Page Curry, Jose Arce, Eric Brewington, Ron Carey, Jordan Castillo, Damien Chaffin, Marta de Corral, Anita Gabbard, Brendan Galante, Jeffery Golub, Darryl Gordon, Jim Graf, Patricia Hall, Ashley Hilyer, Phyllis Kornegay, Melinda Kramer, Maria Lopes, Kate Mascheri, Erika Menna, Carey Morales, Tracey Morrison, Angela Nichols, Toni Rooney, Dan Ryley, Aaron Smart, Mary Lynn Smith, Justin Strobel, Susan Vernon-Devlin, Brian Villar, Jamie LaMoreaux

Excused Absentee Members: Jean Bagga, Jerry Archambault, Steven Blackburn, Gwen Hubbs, Karen Maynard, Joe Muley, Emilia Paris, Stacey Royalty Rose, Janice Sante, Shela Siegrist, Kathleen Wilson

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: 9:31 a.m.

1. President's Welcome – Cissy Glowth
2. Approval of minutes:
 - Motion to accept minutes: Jim Graf
 - Second to accept minutes: Jose Arce and Jeffery Golub
 - Motion passed
3. Attendance
4. Treasury Report – No Report
5. Human Resources – Elizabeth Herrera
 - Provided a PA Process Update – Online course for supervisors available as refresher
 - Code of Conduct Refresher – as of today 600 staff have not yet completed course
 - Compliance Office will be contacting supervisors soon
 - 1 Year Probation for New Hires discussed
 - Reminded everyone of Winter Break 12/21/22 through 01/02/23 – Return 01/03/23
 - Early Payroll Processing for holidays reviewed
 - PPE 11/24 – W 11/23 12pm Submission Deadline – 2pm Approval Deadline
 - PPE 12/08 – Normal Deadlines
 - PPE 12/22 – R 12/15 12pm Submission – 2pm Approval Deadline
 - PPE 01/05 – Normal Deadlines

- Mass submit and approvals done and automatically passed through unless there are conflicts that need to be sent back and adjusted

6. Committee Reports

- Marketing/Sponsorship – Kristell Padel
 - Two student scholarships recipients picked
 - Pictures are planned – more updates soon
- Special Events/Fundraiser – Erika Menna/Darryl Gordon
 - Thanks to all those who volunteered for the Benefits Fair table
 - Spirit Splash was a success
 - Per Darryl: 50 shirts went fast
 - Alternative: SAC and other groups like BFSA/LAFASA/Pride order shirts and ducks as part of the larger Homecoming Committee order
 - Fundraiser: sell HC shirts for donation to SAC
 - Ask President’s Office if they can buy items for SAC (as a gift)
- Scholarship - Jamie LaMoreaux
 - Two scholarships given - \$250/each – Dylan Castillo and Jessica Tam
 - Lots of the applications were OPS and not USPS or A & P
 - Waiting to hear from bookstore to see if they can switch up their award
 - Spring 23 scholarships Update
 - Application opens in December
 - Link for application is live on SAC Website and Facebook Page
- Research/Historian Committee – No Update
- Sunshine Committee –
 - First work anniversary cards sent
 - Revised retirement cards sent
 - Staff hurricane updates sent
 - Everyone encouraged to send ideas for shout outs
- Elections Committee – No Update
- University Events Support – Cissy Glowth
 - Next meeting soon – before or after Thanksgiving
- Parking Committee – Brian Villar
 - Erika attended the meeting – full agenda
 - Fees/Fines were discussed – Vote for increased fees fines coming soon (Many universities have fees of \$100 per offense – our current fee is \$25)
 - Any changes will not be implemented until July 1, 2023
 - Repeat offenders for Fire and Medical Vehicle Lane violations are mainly students and contractors (over 200 infractions)
 - Campus Residents having issues with others parking in their lots
 - Libra Garage – added faculty and staff parking spaces (26 spots) – students cannot park on the roof of the garage – UCF PD and Parking Services can issue tickets and PD can tow if in Fire Lane or Handicap Space – call PD Non-Emergency number for a tow
 - Events on Campus (arena) discussed – Valid UCF ID to park for free – Cash Only by event staff
 - Lake Claire and other apartment complexes having issues
 - Some student residents have two cars (reduce to 1 car per student)

7. New Business:

- Toys for Tots – boxes available
 - Posters (not arrived yet)
 - Box pickup and delivery back to Military & Veteran Student Success Center
- SAC Holiday Party/Breakfast
 - Hilton Garden Inn Buffet suggested
 - Luncheon in the Student Union mentioned
 - Cissy asked for feedback on locations/days/times
- UCF Facilities has open positions available (Email Cissy for information)
- **Next Meeting: January 18, 2023 (Meeting Invites Pending)**

8. Meeting adjourned @ 10:13 a.m.

- Motion to Adjourn: Jamie LaMoreaux
- Second to Motion to Adjourn: Jose Arce

9. Addendum: Treasurer Update

- 10/19/22 – Jean Bagga submits resigns from Council
- 11/22/22 – Nominations for Treasurer requested from SAC Members
- 11/29/22 – Election Poll Opens
- 11/30/22 – Election Poll Closes
- 11/30/22 – Election Results
 - 45 – emailed voting information
 - 24 – votes received
 - 24 – Carey Morales receives all votes
- New Treasurer: Carey Morales

10. Staff Advisory Council Officers – 12/01/22

- a. *President*: Cissy Glowth
- b. *Vice-President*: Kristell Padel
- c. *Secretary*: Jim Smith
- d. *Treasurer*: Carey Morales
- e. *Parliamentarian*: Iolanda Guseman
- f. *Historian*: Page Curry

Revised: 01.18.23 JCS