

University of Central Florida

**STARS**

---

Staff Advisory Council Meeting Documents

University of Central Florida Staff Advisory  
Council

---

7-17-2023

## Meeting Minutes 07-19-2023

Staff Advisory Council

*University of Central Florida, [staffcouncil@ucf.edu](mailto:staffcouncil@ucf.edu)*

Find similar works at: <https://stars.library.ucf.edu/uspsstaffcouncil-meetingminutes>

University of Central Florida Libraries <http://library.ucf.edu>

This Document is brought to you for free and open access by the University of Central Florida Staff Advisory Council at STARS. It has been accepted for inclusion in Staff Advisory Council Meeting Documents by an authorized administrator of STARS. For more information, please contact [STARS@ucf.edu](mailto:STARS@ucf.edu).

---

### STARS Citation

Council, Staff Advisory, "Meeting Minutes 07-19-2023" (2023). *Staff Advisory Council Meeting Documents*. 204.  
<https://stars.library.ucf.edu/uspsstaffcouncil-meetingminutes/204>

## Staff Advisory Council Meeting Minutes

July 19, 2023

**Attending Members:** Angela Nichols, Ashley Hilyer, Brendan Galante, Brendan Solinsky (New), Brian Villar, Carey Ann Morales, Chondra Babb (New), Cissy Glowth, Damien Chaffin, Darryl Gordon, Emilia Paris, Gwen Hubbs, Iolanda Guseman, Jamie LaMoreaux, Jeffery Golub, Jessica Frisch-Daiello (New), Jim Graf, Jim Smith, Johnny Pinero Gaston (New), Jordan Castillo, Jose Arce, Justin Strobel, Kate Mascheri, Kristell Padel, Maria Lopes, Mary Lynne Rush (Smith), Melinda Kramer, Melly Lopez (New), Otis Owens (New), Page Curry, Patricia Hall, Phyllis Kornegay, Rhonda Uzodinma (New), Ron Carey, Russell Ramalie (New), Samantha Mundell, Sheryl Goins (New), Skendar Shehu (New), Stacey Royalty Rose, Toni Rooney, Tracey Morrison

**Excused Absentee Members:** Aaron Smart, Anita Gabbard, Dan Ryley, Elimar Diaz Martinez (New), Eric Brewington, Jerry Archambault, Joe Muley, Shela Siegrist, Taylor Malin (New)

**Other Attendees:** Patrick Higman – UCF H R Interim Compensation Partner

**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: 9:30 a.m.

1. President's Welcome – Cissy Glowth
  - Welcome to all new SAC Members for 2023-24
2. Guest Speaker: Patrick Higman – UCF H R Interim Compensation Partner
  - Patrick gave an overview of his position and discussed
  - Discussed a Classification move from II to III and the steps involved
    - Is employee performing duties effectively
    - Meet with supervisor first
    - Discuss: justification needed for these moves – non-competitive advancement – more questions possible from Compensation for Advancement
    - Meet with Business Center and Finance Center
    - There is paperwork/budget involved
    - Multiple reviews before a move happens
  - Question 1: What about disagreements between staff and supervisor?
    - Goes to local Business and Finance Center
    - Clarified before this moves forward to Patrick
  - Question 2: How is evaluation/classification done vs. others in colleges/departments?
    - College/Department view is important to start
    - Default back to job description to look for trends
    - Lots of questions will be asked
  - Question 3: Job Families Online – USPS/A&P – Level I and II

- Some grades have same pay grades between I and II
    - Compensation will work on differentiation
    - Salary bands were made for a reason
    - Try to avoid compression within grades and structures
  - Question 4: Job Search – Posted as a I – Search as a I
    - Cannot change to II in the middle
    - Have to fail the search
    - Reclassification completed
    - Open new search
  - Question 5: Moves from II to III Easy?
    - Vacant positions – quicker turnaround
    - Moves from III to Accountant would be more challenging
    - Incumbent – takes two to four weeks average to process
    - Total of 5 on Compensation Staff – all new and learning
    - Turnaround happening faster with Business Centers
    - Understaffing has caused long delays
  - Question 6: New entries coming in at same rate as 20-year staff?
    - This is compression
    - Business Centers can send job descriptions if requested
    - Make sure you have spoken with Business Center before Patrick involved
3. Introduction of new members on Council for 2023-24
- Kristell mentioned that Council is full: 25 A&P + 25 USPS
  - SAC Charter has been sent to new members for review
4. Approval of minutes:
- Motion to accept minutes: Gwen Hubbs
  - First Motion to accept: Jose Arce
  - Second Motion to accept: Damien Chaffin
5. Treasury Report – Carey Morales
- Checking      \$364.29
  - Savings      \$6,312.17
  - \$ 0.26 cents in interest earned.
  - Balance      \$6,676.46
6. Special Events Update – Darryl Gordon/Emilia Paris
- Staff Assembly – Wed 8/2 – 8:30 a.m. to 10:30 a.m.
  - Invitation from President's Office (Sponsor) – RSVP needed
  - Looking for volunteers to set up on 8/1 and work event 8/2 (Email Darryl)
  - New giveaway rules: Non-Council members can make a donation to receive extra tickets – one prize per person
  - Committee Meeting scheduled for 7/21
  - SAC Members: buy extra tickets and will be considered a donation to SAC

- Non-SAC members – increase chances of winning a prize
- Arboretum supplying plants/herbs as giveaways to attendees
- Selling tickets: prior to event – day of the event, too
- Room set-up Tue 8/1 @ 4:00 p.m. in Pegasus Ballroom

7. Retreat Information session for all members

- Meeting style – Retreat
- TEAMS: Staff Council
  - Files – cleanup in process
  - Committees on left side of page
  - General section: Charter and University Events
  - Spreadsheet for Committees coming soon – sign-up by next meeting
    - 8 Committees
    - Average: 2 committees per person
    - Committee minimum: 6 members
    - Convener will hold meeting to elect Chair and Co-Chair
    - Need to schedule regular meetings for 2023-24
    - Elections Committee – only when elections are pending
    - Scholarships –
      - Twice/Yr - \$250 to A&P and USPS
      - Twice/Yr – Book Scholarships (5 x \$100/ea)
      - Dependents Scholarship – pending resumption in the future

8. New Business:

- Hybrid meetings possible - There is already no December meeting - Discussed at August 23 Officers meeting
- **Benefits Fair – Mon 10/9** – 9:00 a.m. to 2:00 p.m. – SU – Pegasus Ballroom

9. Next Meeting: Wednesday, August 16, 2023 – 9:30 a.m.

10. Motion to Adjourn Meeting

- Motion to Adjourn: Gwen Hubbs
- First to Motion: Jamie LaMoreaux
- Second to Motion: Jim Graf
- Meeting adjourned @ 10:38 a.m.