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| --- | --- |
| **Call to order by:** Cissy Glowth **Time-** 9:30am |
| **Attending members:** Betty Calton, Bridgett Burk, Christine Rivera, Cissy Glowth,  |
| Elizabeth Lozada-Rivera, Jamie LaMoreaux, Jeffery Golub, Joanne McCully,  |
| Julie Voyles, Justin Strobel, Karen Sgambati, Kay West, Marguerite Lachaud, |
| Mary Kay Pascua, Patricia Hall, Rhodney Browdy, Synithia Dowdell, Tara Herget,  |
| Tara Priest |
| **Absent Members:** Kristell Padell, Paula McLure, Maribel Amaro-Garcia |
|  |
| **HR Representative:** Michelle Brooks & Sarah Lovel |
|  |
| **Guests:** |
|  |
| **1. Welcome/ Updates:** Cissy welcomed the group. |
| **2. Approval of Minutes:** August minutes sent out electronically for review. |
|  **Motion to accept minutes:** Jamie LaMoreaux |
|  **Second to accept minutes:** Tara Priest |
|  **Passed unanimously?** Yes |
|  |
| **3. Roll Call Attendance:** Sign-in sheet in lieu of roll call. |
|  |
| **4. Treasury Report:** Maribel not in attendance- family emergency. |
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| **5. Human Resources Updates:** Provided by- Michelle Brooks |
| \*Passed out new UCF Code of Conduct (updated with Dr. Whittaker’s message)  |
| \*Employee Awards Banquet- Friday, 10/19 (2:30pm – 5:30pm) Pegasus Ballroom |
| \*Employee Benefits Fair- 10/24 (9:00am – 2:00pm) Pegasus Ballroom |
| \*Open Enrollment (Benefits): 10/15 – 11/2 |
| \*College of Medicine Groundbreaking on the hospital is 10/25 |
| \*Sick leave pool closes the end of September |
| \*Across-the-board increases will be in the 9/28/18 paycheck. |
| **6. Committee Updates:** |
| * **Marketing:** Last week they met with Christine about the bulletin board (all from 2015)
 |
| \*The August 2018 Employee of the month is now up as well as the QR code from Bridgett |
| \*Looking for letters from Cissy and Dr. Whittaker to add, as well as mission statement |
| \*Moving forward with adding A&P to the Staff Council |
| * There will be a revised meeting schedule and member list to put up
 |
| * **Special Events/ Fundraising:** First meeting 9/18 (Some couldn’t make it- schedule)
 |
| \*Benefits fair: sign in sheet for those who want to join the council & have our staff  |
| Council card on the table. Back of card can explain scholarship funding |
| \*Sign in sheet for Benefits Fair for us to sign up and work the table |
| \*We are in desperate need of give-a-ways for the table |
| \*Do ghost pops, hand out bags with Halloween candy? |
| \*Use leftover bags from last assembly for give-a-ways? |
| \*Joanne- Arboretum for plants? |
| \*No Barnes & Noble- they’re a vendor and cannot ask for/ get donations from them. |
| \*Ask for tickets from the UCF Theater? |
| \*Someone to check with compliance to see if we can get a better understanding of |
| the policy and ask if we can ask companies that are off campus with no UCF  |
| affiliation? |
| \*ODI and COM told Karen they will provide donations for the bags. |
| * Can anyone else get donations from their departments?
 |
| \*Use a spinning wheel for prizes at our table? (Borrow from the Rec center) |
| \*Contact UCF divisions to see if they will do a donation to the Council or scholarships |
| \*Do a compliance question list! |
| \*Committee theme for Staff Assembly? Speakers to go along with theme? |
| \* Staff Council members bring bags or Halloween candy in |
| \*Staff Council Fundraisers- need recommendations: |
| * Sell butter-bread pastries
 |
| * Purchase candy bars and wrap with our own design
 |
| * Beanie babies (Pegasus)
 |
| * Lollipop drawing (Cannot use word “raffle”)
 |
| * Can we sell on our website? (Ask Compliance)
 |
| * Do a table at Market Day? (Tables are free)
 |
| \*Not sure if we can walk around campus and sell stuff (Ask Compliance) |
| \*Gift basket drawing at table? |
| \*Staff Assembly themes go to committee members |
| * “Know where you are planted”
 |
| * “Onward and upward”
 |
| * **Scholarship/ Charter:** Met before the meeting today
 |
| \*Two award winners chosen (1 staff, 1 alumni) $250 each- will notify after meeting  |
| * 6 entries for one scholarship, 4 for the other
 |
| * Onlyget funds once a year and from one source. No Barnes & Noble, CFE, etc
 |
| * Ask outside companies if they would sponsor scholarship?
 |
| * Must agree to sponsor for longer than one year.
 |
| * Contact UCF Direct Connect- sponsor scholarship for online only students?
 |
| * Ask Graduate Studies for scholarship for graduate students
 |
| * COSAS for undergraduate student scholarship?
 |
| * **Goodwill:**
 |
| \*Birthday cards are out with a nice thank you note for the employee |
| \*Remind the HR Liaison to put in the +4 in the phonebook and other sources |
| * **Research:** Paula not in attendance
 |
| \*Looking to update the honor garden. Emailed landscape & natural resources |
| \*50 Universities have parental leave, only 1 in Florida and only Faculty, not staff |
| \*Gym membership- FL South allows FREE for Faculty/Staff to use  |
| * **Elections:** Not yet met
 |
| * **Special Committee- Presidential Advisory:** Met after last meeting
 |
| \*Several projects in the works |
| \*Meeting after this meeting to do review, will report at next meeting. |
| **7. New Business:** None back from email request |
| \*Need committee budgets |
| **8. Adjournment:** Time- 11:05am |
| **Motion by:** Joann McClure |
| **Second by:** Jamie LaMoreaux |
| **Motion carried?** Yes |
|  |
| * **Charter Committee not meeting until after the A&P addition is referenced in**
 |
| **the Charter (preferably before they join the Council).** |
|  |
| * **See attachment for the Compensation & Classification Project Update**
 |
| **provided by Human Resources (Sarah Lovel) at the beginning of the meeting.** |