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| --- | --- |
| **Call to order by:** Cissy Glowth **Time-** 9:30am |
| **Attending members:** Betty Calton, Bridgett Burk, Christine Rivera, Cissy Glowth,  |
| Jamie LaMoreaux, Jeff Golub, Joanne McCully, Justin Strobel, Karen Sgambati,  |
| Kristell Padel, Marguerite Lachaud, Maribel Amaro Garcia, May Kaye Pascua,  |
| Patricia Hall, Paula McClure, Rhodney Browdy, Tara Herget and Tara Priest |
|  |
| **Absent Members:** Liz Lozada Rivera, Julie Voyles, Kay West, Synithia Dowdell |
|  |
| **HR Representative:** Ashley Longora |
|  |
| **Guests:** Several attended from Finance with questions regarding the class & comp |
| Project. |
|  |
| **1. Welcome/ Updates:** Cissy welcomed the group. |
| **2. Approval of Minutes:** January minutes sent out electronically for review.  |
| Motion was made to accept the January minutes.  |
|  **Motion to accept minutes:** Paula McClure  |
|  **Second to accept minutes:** Karen Sgambati |
|  **Passed unanimously?** Yes |
|  |
| **3. Roll Call Attendance:** Sign-in sheet in lieu of roll call. |
|  |
| **4. Treasury Report:** We have added $ .69 in interest. The end balance on 1/31/19 |
| Is $5,932.05.  |
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| **5. Human Resources Updates:** Ashley Longoria |
| 1. Comp & Class Project
 |
| 1. Ashley clarified that all questions regarding the Compensation &
 |
|  Classification project should start with department HR Liaison and/or  |
|  Supervisor. If needed, an email should be sent to the Compensation team  |
|  at compproject@ucf.edu.  |
| 1. Everyone should receive their letter by Friday, January 22. If not, they need
 |
| to contact their supervisor. |
| 1. If employee feels that There was an error in their classification, there is an
 |
|  appeal procedure but they must speak with their supervisor.  |
| 1. It was stressed that should an employee be “maxed” out on their
 |
|  pay rate so that they will still receive raises but it will be in the form of a  |
|  “one-time benefit”. This WILL count towards retirement. Additional FAQs |
|  Can be found on the Compensation & Classification Project web page:  |
|  <https://hr.ucf.edu/current-employees/compensation-information/ucf-compensation-project/>  |
|  |
| **6. Committee Updates:** |
| * **Marketing:** Bulletin Board in Millican Hall being replaced with digital sign. We will be able
 |
| to update the board. UCF Marketing will be helping with this at NO Cost to the Staff Council.  |
|  |
| * **Special Events/ Fundraising:**
 |
| * Held a meeting on 2/15.
 |
| * Karen Sgambati is doing center pieces, brought samples. It was suggested
 |
| that “USPS” removed from all items (bags, labels, save the date cards, etc). |
| * Staff Assembly is scheduled for April 15th. We will be using the theme of
 |
|  “New Beginnings”. Joanne has 100 plants donated from the Arboretum.  |
| * No live stream coverage available this year.
 |
| * Letters were sent to vendors and have had 4 tables reserved as of 2/21.
 |
| * Donations for Drawings:
 |
|  3 Gift Certificates from Rec & Wellness |
|  2 Glass Sets |
|  Theater Tickets |
|  3 $10.00 Gift Certificates for Starbucks  |
|  1 Parking Pass |
| * Justin Strobel will work on sign in this year. Has an idea to speed up process.
 |
| * The survey results from last year indicated that attendees would prefer
 |
|  Multiple drawing containers so they could have more choice in what they  |
|  were being considered for. Committee felt that would be more work. Motion  |
|  was made to have one drawing container  |
|  **All in favor: 16**  |
|  **All opposed: 2** |
|  **Motion Outcome?** Passed |
| * Vote for Budget Request
 |
| 1. **Motion to allocate $307.17 for design/print/purchase of bags**
 |
|  **All in favor: 18** |
|  **Motion Outcome?** Passed |
| 1. **Motion to allocate $251.22 for design/print/purchase of save the date cards**
 |
|  **All in favor: 18** |
|  **Motion Outcome?** Passed |
| 1. **Motion to allocate $485.32 Einstein Bagel’s Catering Assembly. Human**
 |
|  **Resources will pay additional $300.00 for total of $785.32.**  |
|  **All in favor: 18** |
|  **Motion Outcome?** Passed |
|  |
| * **Scholarship:**
 |
| * 4 scholarship applicants.
 |
|  |
| * **Research:** No Update
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|  |
| * **Good Will:** No Update
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| * **Charter Committee:** No Update
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|  |
| * **Elections:** Nominations due by March 15th. Election will be held at June meeting.
 |
| All positions for officers are open at this time.  |
|  |
| * **Presidential:** Tara Herget will be stepping down as Co-chair due to her promotion
 |
| to an A&P position.  |
|  |
| * Next meeting at Library Room 223
 |
| **8. Adjournment:** Time- 11:00 am |
| **Motion by:** Paula McClure |
| **Second by:** Christina Rivera |
| **Motion carried?** Yes |