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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 | |
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| **Absent Members:** Liz Lozada Rivera, Julie Voyles, Kay West, Synithia Dowdell | |
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| **HR Representative:** Ashley Longora | |
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| **Guests:** Several attended from Finance with questions regarding the class & comp | |
| Project. | |
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| **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 | |
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| **3. Roll Call Attendance:** Sign-in sheet in lieu of roll call. | |
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| **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](mailto: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/> | |
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| **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. | |
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| * **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 | |
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| * **Scholarship:** | |
| * 4 scholarship applicants. | |
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| * **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. | |
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| * **Presidential:** Tara Herget will be stepping down as Co-chair due to her promotion | |
| to an A&P position. | |
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| * Next meeting at Library Room 223 | |
| **8. Adjournment:** Time- 11:00 am | |
| **Motion by:** Paula McClure | |
| **Second by:** Christina Rivera | |
| **Motion carried?** Yes | |