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| --- | --- |
| **Call to order by:** Cissy Glowth **Time-** 9:35am |
| **Attending members:** Betty Calton, Christine Rivera, Cissy Glowth,  |
| Jamie LaMoreaux, Jeff Golub, Joanne McCully, Justin Strobel, Karen Sgambati, Kay |
| West, Kristell Padel, Liz Lozada Rivera, Maribel Amaro Garcia, Patricia Hall, |
| Patricia Hall, Rhodney Browdy, Synithia Dowdell  |
|  |
| **Absent Members:** Jamie LaMoreaux, Jeffery Golub, Julie Voyles, Marguerite |
| Lachaud, Paula McClure |
|  |
| **HR Representative:** Michelle Brooks and Elizabeth Herrera |
|  |
| **Guests:** Sean Armstrong from Continuing Education |
|  |
| **1. Welcome/ Updates:** Cissy welcomed the group. |
| **2. Approval of Minutes:** February minutes sent out electronically for review.  |
| Motion was made to accept the January minutes.  |
|  **Motion to accept minutes:** Betty Calton  |
|  **Second to accept minutes:** Karen Sgambati |
|  **Passed unanimously?** Yes |
|  |
| **3. Roll Call Attendance:** Sign-in sheet in lieu of roll call. |
|  |
| **4. Treasury Report:**  |
| Beginning Balance 2/1/2019 $5,932.05 |
| Interest Earned .63 |
| Table Deposit 125.00 |
| Square Fee -4.53 |
| Ending Balance 2/28/2019 $6,053.15 |
|  |
| **5. Human Resources Updates:** Michelle Brooks |
| 1. Comp & Class Project
 |
| 1. Email went out 3/8 about importance of bringing those below pay range
 |
|  up to the minimum quickly. AT THIS TIME THERE IS NO CONFIRMED DATE FOR  |
| THIS TO HAPPEN. |
| 1. How to appeal the individual results of the classification and comp project
 |
| is listed under HR FAQs. (Reassesssments) |
| 1. HR Leadership meeting on Friday, 3/22. Michelle will share council would
 |
|  like to ask questions regarding the project. She asked that we try to come  |
|  up with top 10 questions regarding Comp & Class project and submit to |
|  CHRO for consideration for the upcoming UCF Staff Assembly. |
|  |
| 1. Financial Wellness Series is currently being held through April 30th. Schedules
 |
|  and descriptions of workshops as well as other series details can be found  |
|  Here <https://hr.ucf.edu/financial-wellness-series>.  |
|  |
| 1. HR Annual Notice has been posted online in Web Courses. Employees will
 |
|  receive an email each week until they acknowledge receipt/reading. All  |
|  employees must complete this including OPS. |
|  |
| **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:**
 |
| * Have 10 tables reserved by vendors.
 |
| * Save the Date cards ordered and going out next week.
 |
| * Bags ordered.
 |
| * Need to purchase parking passes for vendors and confirm where parking
 |
| will be.  |
| * Parking Services will create an award letter to give to the winner of the
 |
|  Parking Pass drawing. |
| * Space set up will be like last year. Will not be selling tickets once
 |
|  drawing begins. |
| * Vote for Budget Request
 |
| 1. **Motion to allocate $450.00 for Sound System/Production Equip/Technician**
 |
|  **All in favor: 13 (quorum met)** |
|  **All opposed: 0** |
|  **Motion Outcome?** Passed |
|  |
| * **Scholarship:** No Update
 |
|  |
| * **Research:** Landscaping has added the Honor Garden into their budget for this
 |
|  Fiscal year. They are also asking if we would like to volunteer our time  |
|  to help with the cleanup. Please let Paula McClure know.  |
|  |
| * **Good Will:** New Birthday Cards ordered and sent out to those with birthdays in
 |
|  March. Good Will committee is in need of donations of Get Well and  |
|  Sympathy cards.  |
|  |
| * **Charter Committee:** No Update
 |
|  |
| * **Elections:** Nominations due by March 15th. Election will be held at June meeting.
 |
| All positions for officers are open at this time. If you want to run for office send  |
| Nomination to Betty. |
|  |
| * **Presidential:** No Update
 |
|  |
| * Next meeting will be the Staff Assembly
 |
| **8. Adjournment:** Time- 10:50 am |
| **Motion by:** Joann McCully |
| **Second by:** Christina Rivera |
| **Motion carried?** Yes |