

**Call to order by:** Cissy Glowth

**Time-** 9:35 am

**Attending members:** Brian Villar, Carey Morales, Christine Rivera, Cissy Glowth, Emilia Paris, Jamie LaMoreaux, Jeff Golub, Joanne McCully, Jose Arce, Justin Strobel, Karen Sgambati, Kristell Padel, Mariam Vazquez Guzman, Marta de Corral, Melinda Kramer, Page Curry, Paula McClure and Gwen Hubbs

**HR Representative:** Ashley Longoria

**Guests:** None

**1. Welcome/ Updates:** Cissy welcomed the group.

**2. Approval of Minutes:** October minutes were emailed to council members for review.

Motion was made to accept the minutes.

**Motion to accept minutes:** Paula McClure

**Second to accept minutes:** Carey Morales

**Passed unanimously?** Yes

**3. Roll Call Attendance:** Sign-in sheet in lieu of roll call.

**4. Treasury Report:**

Opening Balance 10/1/2019 \$6314.15

Closing Balance 10/31/2019 \$6314.95

**5. Human Resources Updates:** Update from HR regarding new performance project:

- HR is embarking on a project to streamline staff performance evals and make the process more meaningful.

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- A new, online system will be launched for 2021 evaluations.
  - A project web page will be launched on the HR website in January 2020.
  - Questions and suggestions may be sent to performance@ucf.edu.
  - Cissy Glowth will be serving on the project steering committee.
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**5. Committee Updates:**

❖ **Marketing:**

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- Marketing Brochure created for Benefits Fair.
  - Council voted and approved the cost of \$113 for 100, 2-sided full color brochures to be printed.
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❖ **Special Events/ Fundraising:**

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- Preparing for Staff Assembly coming up in April.
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❖ **Scholarship:**

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- Application for spring will be updated and posted in December.
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❖ **Research:**

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- Paige is continuing to add items to the STARS Account.
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❖ **Good Will: No Report**

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- Sent out birthday cards for November.
  - Will be meeting after Council meeting today.
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❖ **Charter Committee: No Report**

❖ **Elections: No Report**

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❖ **New Business:**

- Casual meeting on December 19.
- Vote taken for location of December meeting; whether to hold it on campus or off campus. Motion was made to stay on campus and have a regular meeting.

Votes to remain ON campus - 4

Votes to go OFF campus - 6

December meeting will be held at Hilton Garden Inn Orlando.

❖ **Next meeting:** Thursday, December 19, 2019, Hilton Garden Inn

**8. Adjournment:** Time- 11:10 am

**Motion by:** Carey Morales

**Second by:** Karen Sgambati

**Motion carried?** Yes