

Staff Advisory Council (SAC)
Wednesday, September 15, 2021
Zoom Connect

Attending Members: Jose Arce, Jerry Archambault, Eric Brewington, Ron Carey, Jordan Castillo, Damien Chaffin, Marta De Corral, Anita Gabbard, Brendan Galante, Melissa Gillis, Cissy Glowth, Jeff Golub, Darryl Gordon, Iolanda Guseman, Hilyer, Ashley Hilyer, Gwen Hubbs, Shirley Jeffrey, Phyllis Kornegay, Melinda Kramer, Jamie LaMoreaux, Kate Mascheri, Erika Menna, Carey Ann Morales, Tracey Morrison, Joe Mulley, Samantha Mundell, Angela Nichols, Vicky Ortiz Batson, Kristell Padel, Emilia Paris, Debbie Pope, Toni Rooney, Stacey Royalty-Rose, Janice Sante, Shela Siegrist, Aaron Smart, James Smith Jr., Justin Strobel, Susan Vernon-Devlin, Brian Villar, Doshie Walker

Absentee Members: Jean Bagga, Page Curry, Karen Maynard, Danielle Miller, Dan Ryley, Kathleen Wilson

HR Representatives: Ashley Longoria (Director of Benefits and Leave Administration)

University Compliance, Ethics, and Risk: Georgiana DeBoer (Compliance and Ethics Manager); Sara Waugh (Compliance Investigator)

Note: *Staff Council meets every third Wednesday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting please notify a committee officer immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 9:30 AM

1. Welcome/Updates

- SAC President's Cissy Glowth welcomed the group
- Welcome our new member Ashley H

2. Approval of Minutes

- Motion to accept minutes: Carey Ann Morales
- Second to accept minutes: Jamie LaMoreaux
- Motion passed

3. Human Resource Updates: Ashley Longoria

- The state's annual open enrollment period for eligible employees to change insurance benefits options begins on Monday, October 11th, 2021, at 8 AM and ends Friday, October 29th, 2021 at 6 PM ET.
- The coverage elections or changes that occur during Open Enrollment will become effective January 1, 2022.
- There will be no in-person benefits fair this year due to Covid concerns. In place of the in-person Benefits Fair this year, a webinar series will be held beginning Monday, September 27 through Friday, October 22. Additional information can be found on the Open Enrollment website here: <https://hr.ucf.edu/current-employees/benefits/open-enrollment/>.
- Knight star awards will be March 3, 2022. Tentatively in person in Pegasus ballroom
- ASCME bargaining will begin October 1st. hoping to settle by October 15th.
- Knight Vision---more info in the coming months; there will be SET (Service Enhancement Transformation) Meetings, and Open Forums

Q1: Vicky Ortiz Batson asked about centralizing HR, Payroll, Financials, Travel positions; how it will affect employees and departments

Q2: Susan Vernon-Devlin asked about Class Compensation Project

Q3: Jamie LaMoreaux asked about the Oct 15th pay increase; if the AFSCME bargaining will take longer than Oct 15 are the USPS employees that are waiting in the Union bargain will be paid retroactive

4. *University Compliance, Ethics, and Risk Updates: Georgiana DeBoer; Sara Waugh*

- UCF employees cannot solicitate from Vendors; Barnes & Nobles Café from campus it is an outside vendor. We can receive only from UCF Departments
- If at any time we need assistance or have questions about potential conflict of interest we need to contact University Compliance, Ethics, and Risk at PCA@ucf.edu

Q1: Cissy Glowth asked what is allowed for fundraising for the Staff Advisory Council

Q2: Erika Menna asked how we can ask for donations for SAC

Q3: Emilia Paris asked if we could sell cookbooks, calendars

We need to ask the University Compliance, and Ethics, and Risk anytime we are in doubt if we are in compliance.

5. *Treasury Report:*

- August 1 – 31, 2021
 - Business Share Savings Beg Balance \$6,301.10
 - Business Non-Profit Checking \$0.00
 - Dividends \$0.00
 - End Balance Business Share Savings \$6,301.37

6. *Roll Call Attendance:*

- 41 members present
- 6 members absent

7. *Committee Updates*

❖ Marketing / Sponsorship Committee

- Kristel Padel/ Eric Brewington

They met on Monday 09/13/2021:

- a. Discussed the newsletter and felt that it would be difficult to have content every month and realized that many people do not read traditional newsletters. Instead opting to do a “Semester in Review” where we will highlight what the council has been working on, scholarship winners, employee of the month, etc. for that semester and include the applications for scholarship as well as to apply for membership.
- b. Working on setting up a twitter and Instagram account and having these all linked together.
- c. Updating the website and brochure with updated council members/officers.

❖ Special Events/Fundraising Committee

- Doshie Walker/Erika Menna

They had a meeting on Sept 14, 2021. Cissy also participated to the meeting. Sending surveys about whether our 2022 Staff Assembly Annual Meeting will be in person, or virtual. We also need to find out what date works better. If it is in person, we need to book the Pegasus Ballroom way in advance. We discussed that we may need to plan for both in person and zoom.

Iolanda Guseman sent the surveys. She received 33 responses about the 2022 Staff Assembly Annual Meeting:

18 Participants are for - Zoom Meeting

11 Participants are for - In Person Meeting

4 Participants are for - both

The proposed date for the meeting was April 15, 2022.

❖ Scholarship Committee

- Jamie LaMoreaux/Aaron Smart

Jamie announced that we received an anonymous donation of \$1,000 to pay for 4 Scholarships.

❖ Sunshine Committee

- Carey Ann Morales/Melissa Gillis

Carey sent the birthday cards for September

❖ Research / Historian Committee

- Page Curry/Tracey Morrison

❖ Elections Committee

- Vicky Ortiz Batson/Shela Siegrist

It was announced that we had an USPS employee moved to an A&P position. Because we had an open A&P spot the employee will fill that spot.

The Staff Advisory Council has 3 open USPS spots, and everyone was asked to recruit someone.

8. *New Business*

Janice Sante proposed to have at UCF a Kindness week, the same as they do at UCF-PBS

9. *Adjournment*

- Motion made to adjourn the meeting: Carey Ann Morales
- Second to adjourn the meeting: Jamie LaMoreaux
- Motion passed meeting adjourned at 11:30 AM