

**Staff Advisory Council (SAC)**  
**Wednesday, November 17, 2021**  
**Zoom Connect**

**Attending Members:** Jose Arce, Jean Bagga, Steven Blackburn, Eric Brewington, Ron Carey, Jordan Castillo, Page Curry, Marta De Corral, Anita Gabbard, Brendan Galante, Melissa Gillis, Cissy Glowth, Jeff Golub, Darryl Gordon, Iolanda Guseman, Patricia Hall, Shirley Jeffrey, Phyllis Kornegay, Melinda Kramer, Jamie LaMoreaux, Maria Lopes, Kate Mascheri, Erika Menna, Danielle Miller, Carey Ann Morales, Tracey Morrison, Joe Mulley, Samantha Mundell, Angela Nichols, Vicky Ortiz Batson, Kristell Padel, Emilia Paris, Debbie Pope, Toni Rooney, Dan Ryley, Aaron Smart, James Smith Jr., Justin Strobel, Susan Vernon-Devlin, Brian Villar, Doshie Walker

**Absentee Members:** Jerry Archambault, Damien Chaffin, Ashley Hilyer, Gwen Hubbs, Karen Maynard, Stacey Royalty-Rose, Janice Sante, Shela Siegrist, Kathleen Wilson

**HR Representatives:** Michelle Brooks

**UCF Strategic Planning Working Group:** Dr. Ron Piccolo

*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

**2. Approval of Minutes**

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

**3. UCF Strategic Planning Working Group – Represented by Dr. Ron Piccolo**

- Dr. Piccolo is the Chair of the Department of Management, from UCF College of Business. He was asked by the UCF President to facilitate the university strategic planning process
- Dr. Piccolo was invited to share about what the strategic planning group is working on
- In the Fall Semester the group focused on:
  - Sept 2021: What funding is needed to maintain our university, our structures
  - Oct 2021: What is happening in the FL University system: Gainesville, Tallahassee, Tampa
  - Nov 2021: What we can do with the university potential; where we can go from here; what issues we have regarding the big student population, issues with infrastructure, facilities, our budgets, administrative system.
- He is aware that in the last 18 months employees had to work a lot with limited resources
- Dr. Piccolo would like to find out the staff input, and perspective, about our potential, and about how we operate

Staff common concerns are:

- staff shortages
- focus on growth instead of improving what is already here
  - infrastructure
  - buildings aging
- need to be competitive with the outside market
- disparities in expectations of faculty, staff, and students (students and faculty are not expected to be on campus everyday, why should staff)

- overall improving the culture to boost moral
  - lack of diversity among staff and faculty especially in leadership positions
  - employees would like to be able to work some days remote. Some of them have a long commute, and working some days remote will help
- Cissy thanked Ron Piccolo. Dr. Piccolo said that they will have a retreat for the board of trustees on Dec 2<sup>nd</sup>. He can bring some of the ideas to them, or we can send one of us to share these suggestions with the board, in a short presentation. He will be our advocate with the university leadership.

#### 4. *Treasury Report: Jamie LaMoreaux*

- October 1 – 31, 2021
  - Business Share Savings Beg Balance \$6,301.63
  - Business Non-Profit Checking \$0.00
  - Dividends \$0.00
  - End Balance Business Share Savings \$6,301.90

#### 5. *Human Resource Updates: Michelle Brooks*

- Michelle said that it was great for her as a HR representative to listen to council members issues, suggestions. She introduced herself as the Employee Relations and HR Compliance Director. She, along with Ashley Longoria, will at time be attending on behalf of Maureen Binder.
- Michelle talked a little about their unit, HR Compliance. Her office has an advisory role for the relationships between the units and their employees (USPS, and A&P). They don't advise in the faculty matters. They are helping employees and supervisors to have a clear communication between them. They deal with university CBA's, university regulations and university policies.
- Recently they just closed the AFSCME collective bargaining agreement. One article was the wage increase, and the other article was that the USPS employees that are going to be hired from 01/01/2022 will have a 12 -month probation period instead of 6 months.
- Performance evaluations are due in Feb 15; employees should take time to generate their own self-evaluation.
- Encourage anybody in our departments that is in a supervisory role to take the HR trainings that are offered regarding performance evaluations.  
Michelle was asked why the union and the university agreed to a 12-month probation; she answered that 12 months is what some other SUS currently offer and it gives both **the employee and the employer** ample time to access performance and ensure necessary training is provided. In addition, Michelle shared that is collective bargaining sessions are open to the public and that staff may attend.
- The code of conduct training supposed to be completed by all UCF employees by Oct 22, 2021
- Michelle mentioned that Knight Vision is a campus-wide program that will transform the way UCF works. The current PeopleSoft system will be replaced with the cloud-based Workday system to modernize and simplify UCF's processes. Workday is schedule to go live in July 2022.  
Gerald Hector, the Senior VP for F&A, will lead an open forum on Dec 3, 2021. The presentation will be about UCF Facilities and Business Services, as well as updates on SET. Members of the UCF community are invited to attend, and to ask questions.

Staff questions/concerns are:

- There were concerns about HR Liaisons not sharing info with UCF community. Currently Cissy receives the HR Liaisons updates and shares with the SAC members, and they can share with their departments.
- Status of the Classification & Compensation Project Phase III. Staff would like to know where that stands. Michelle shared that budget continues to be an issue and that they may inquire of such during the upcoming December forum, meeting previously mentioned.
- SET meetings are held regularly. Any questions or concerns can be addressed during those meetings.
- One-time bonus: Cissy and Michelle both confirmed that there was a period of time last year where such bonuses could not be awarded due to limitations in state legislation.
- Staff were interested in where they can find out information on upcoming collective bargaining sessions. Michelle answered that you can find it in the UCF Events. Cissy added

that we need to make sure if we participate, we need to take personal, or annual time off. We can't participate on the university time.

## 6. *Roll Call Attendance:*

- 41 members present
- 9 members absent

## 7. *Committee Updates*

- ❖ Marketing / Sponsorship Committee
  - Kristel Padel/ Eric Brewington
    - Updated the SAC website and Facebook with the Scholarship information.
- ❖ Special Events/Fundraising Committee
  - Doshie Walker/Erika Menna
    - We received information about the Second Harvest Food Bank; they do not have the capability for a food drop. They cannot bring the mobile food truck on campus, but they can bring it somewhere in the surrounding area. But they provided us with \*.pdfs with their business cards with food pantry locations, and there are opportunities to attend some of their meetings
- ❖ Scholarship Committee
  - Jamie LaMoreaux/Aaron Smart
    - The scholarship application is on the website, and people can fill out an apply for Spring, and Fall
- ❖ Sunshine Committee
  - Carey Ann Morales/Melissa Gillis
    - Continuing to send out birthday cards, and retirement cards.
    - A call for ideas for up lifting messages for staff
- ❖ Research / Historian Committee
  - Page Curry/Tracey Morrison
    - Page got 7-8 flash drives with different pictures, forms, and files from the past. Older pictures with Staff Council events, members are uploaded in Teams; she would like members to look at them if they recognize people, or events
- ❖ Elections Committee
  - Vicky Ortiz Batson/Shela Siegrist
    - We are welcoming three new SAC members: Steven Blackburn, Maria Lopes, and Patricia Hall. All are USPS employees.
- ❖ University Events Support
  - Cissy Glowth/Jim Smith
    - Nothing to report
- ❖ Parking Committee
  - Melissa Gillis/Brian Villar
    - Melissa and Brian were saying that they had a meeting recently; their understanding is that the parking fees are not going to change
    - Some employees have oversize trucks, and they are wanting to park in spaces rear first instead of nose. This will require parking services to adjust on how they read the tag; employees will be allowed to buy vanity plates that will be in front of their trucks and can be read; we will have virtual tags, no more stickers. We can register our cars online. We can register up to additional 3 cars, \$15/car, in case we will drive a different car.

## 8. *New Business: Award Proposal*

Cissy is going to set up a meeting with a Knight Vision Rep to talk to us in detail about Knight Vision and SET (Service Enhancement Transformation), and the changes it will be bringing to everyone at UCF.

**9. *Cissy Glowth: More Info***

a. Cissy asked if we want to have a meeting in December; The December is optional due to it being a short month and attendance will be low for the meeting. If we can schedule the SET meeting, it will replace the December meeting.

b. The Knight Star Awards has been sent to Maureen Binder in HR.

c. The USPS Employee of the Month and the Gabor Award has not been getting a lot of nominees. We should discuss options, how to get more nominees in the future.

**10. *Adjournment***

- Meeting adjourned at 11:47 AM
- The meeting wasn't formally adjourned