

## Staff Advisory Council Meeting Minutes

January 18, 2023

**Attending Members:** Cissy Glowth, Kristell Padel, Jim Smith, Carey Morales, Iolanda Guseman, Page Curry, Jose Arce, Jerry Archambault, Eric Brewington, Ron Carey, Jordan Castillo, Damien Chaffin, Marta de Corral, Anita Gabbard, Brendan Galante, Jeffery Golub, Jim Graf, Patricia Hall, Ashley Hilyer, Gwen Hubbs, Melinda Kramer, Maria Lopes, Kate Mascheri, Erika Menna, Tracey Morrison, Samantha Mundell, Angela Nichols, Emilia Paris, Toni Rooney, Dan Ryley, Shela Siegrist, Aaron Smart, Mary Lynn Smith, Justin Strobel, Susan Vernon-Devlin, Brian Villar, Jamie LaMoreaux

**Excused Absentee Members:** Steven Blackburn, Darryl Gordon, Phyllis Kornegay, Karen Maynard, Joe Muley, Janice Sante, Mary Lynn Smith, Kathleen Wilson

**No Longer with UCF:** Doshie Walker

**Other Attendees:** Elizabeth Herrera – HR, Tracie Saunders – Parking Services

**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: 9:32 a.m.

1. President's Welcome – Cissy Glowth
2. Approval of minutes:
  - Motion to accept minutes: Susan Vernon-Devlin
  - Second to accept minutes: Jim Graf
  - Motion passed
3. Attendance – Completed (see above)
4. Treasury Report – Carey Morales
  - SAC Accounts       \$7,225.53
    - Savings       \$6,310.60
    - Checking       \$914.93
    - Outstanding   \$250.00 (Scholarship Check)
5. Human Resources – Elizabeth Herrera

- **For March 2023:** No updates on Merit Increases – See HR Business Center Leaders for updates – Next Meeting: Friday 01/20/23 – **Tentative start:** Beginning to End of April 2023
- HR Training Calendar – Now available for Jan – Mar 2023
- HR has moved to University Towers
- Next Pay Period Ending 01.20.23 – 1% raise across the board and \$2,500.00 One-time bonus payment (for those who qualify)
- Aaron Smart Question: 4 OPS positions postings have been delayed in Compensation for College of Business – Elizabeth suggested contact: Kat Puckett
- Upcoming HR Trainings
  - 01.24.23 – PA Training for Supervisors – Online
  - 01.30.23 – UCF Reporting Concerns – Panel Discussion – 3-4pm – Online
  - 02.15.23 – Performance Appraisals due by 02.15.23

(Send questions to: [Appraisals@ucf.edu](mailto:Appraisals@ucf.edu) )

#### 6. Committee Reports

- Marketing/Sponsorship – Kristell Padel
  - Still in search of Committee Co-Chair
  - 1 scholarship awarded – winner Bio posted on Facebook
- Special Events/Fundraiser – Erika Menna/Darryl Gordon
  - No updates – meeting soon (TBD)
  - Recommendation: Compensation – Guest speaker @ future meeting
  - Recommendation: Special meeting with HR Compensation about the Merit Raises
  - SET Employees – PA Form very different – lots of questions about how you are doing – 11 questions total – 3 rating factors for each question
- Scholarship - Jamie LaMoreaux
  - Scholarship Applications increased
  - Process clarified for F/T USPS and A&P staff
  - Barnes and Noble donating scholarships
  - Committee meeting next week
  - Will review new process of receiving money from the UCF Foundation
- Research/Historian Committee – No Update
- Sunshine Committee – Carey Morales
  - Retirement, Anniversary and Birthday cards sent
  - No other updates
- Elections Committee – Page Curry/Shela Siegrist
  - Committee meeting soon
  - Several positions open for SAC: A&P and USPS
  - Cissy will ask HR to send an announcement
  - Review the areas that are least represented on SAC
  - Change of position – let SAC know – Page or Shela
- University Events Support – Cissy Glowth – No Updates
- Parking Committee – Erika Menna
  - Parking Advisory Meeting – T 1/17
  - Request for more Disability Parking Spaces @ Downtown (City of Orlando – charges \$3,000 per space/annual)

- New Parking Fines Increase begins 07.01.23
  - 1. Fire Lane – from \$25 to \$100 (Proposed)
  - 2. Parking in Student Housing – from \$25 to \$50 (Proposed)
- FYI: Summer Paving – H Lots and B0 Rec Lots
- Backing In allowed in three instances:
  - 1. EV Car to reach EV Charging Station
  - 2. ADA placard visible
  - 3. Out of State vehicle – plates both front and rear
- Recommendation: QR Codes on signs in parking lots for information to guest – DT already uses QR Codes
- Permits are 1 year from Date of Purchase vs. 8/31 to 8/30

7. New Business:

- Compensation – down to two analysts in their department. Also, the recent move to the University Towers caused delays in processing
- February – should receive some guidance for the Merit Raise process
- March – pool funds for Merit Raises will be available
- Staff Assembly 2023 – Tentative Date: Wed 08.02.23 – Time: TBD
- Homecoming Committee – Shirts and Ducks follow-up continues
- SET Position Comp Discussion – due to increased workload
- Gerald Hector Meetings – presentation to SAC soon (prefers to do presentation in-person 1.5 to 2 hours)
  - Survey needed to determine availability?
  - Tentative Dates:
    - 01.26 – 1:00 – 2:30p
    - 01.27 – 10:00 – 11:30
    - 01.31 – 10:00 – 11:30
  - Presentations already made to VPs, Deans, Directors, and Budget Directors
  - Cissy will send Qualtrics survey with a Poll for different times

8. Meeting adjourned @ 10:34 a.m.

- Motion to Adjourn: Jamie LaMoreaux
- Second to Motion to Adjourn: Dan Ryley