

## Staff Advisory Council Meeting Minutes

June 21, 2023

**Attending Members:** Aaron Smart, Angela Nichols, Anita Gabbard, Ashley Hilyer, Brendan Galante, Brian Villar, Carey Ann Morales, Chondra Babb (guest), Cissy Glowth, Darryl Gordon, Emilia Paris, Eric Brewington, Gwen Hubbs, Iolanda Guseman, Jamie LaMoreaux, Jeffery Golub, Jerry Archambault, Jessica Frisch-Daiello (guest), Jim Graf, Jim Smith, Jordan Castillo, Jose Arce, Justin Strobel, Karen Maynard, Kate Mascheri, Kristell Padel, Maria Lopes, Marta de Corral, Mary Lynne Rush (Smith), Melinda Kramer, Melly Lopez (guest), Patricia Hall, Phyllis Kornegay, Ron Carey, Samantha Mundell, Shela Siegrist, Stacey Royalty Rose, Toni Rooney, Tracey Morrison

**Excused Absentee Members:** Damien Chaffin, Dan Ryley, Janice Sante, Joe Muley, Kathleen Wilson, Maria Lopes, Mary Lynn Smith (Rush), Page Curry, Phyllis Kornegay, Steven Blackburn

**Other Attendees:** Dana Torres – HR Director – Payroll, Bonnie Belot – Asst Director – Payroll, Tracie Saunders

**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: 9:30 a.m.

1. President's Welcome – Cissy Glowth
  - Welcome to new member joining SAC on July 1: Chondra Babb, Jessica Frisch-Daiello
2. Approval of minutes:
  - Motion to accept minutes: Iolanda Guseman
  - First Motion to accept: Jim Graf
  - Second Motion to accept: Jamie LaMoreaux
3. Human Resources – Dana Torres, Director and Bonnie Belot, Assistant Director – Payroll
  - Discussed functions of payroll, calculating and distributing payroll payments, including on-demand, processing time off, time accruals and payouts, deduct withholding orders
  - Best way to reach payroll – go into Workday and put in a Work Case
  - Will be posting a payroll specialist position opening soon
  - Pay App Discussion: Can show how to fill out W4 – Check payment elections – View Payslips – View Tax Documents – View Voluntary Deductions
  - Important Workday Employee Tips:
    - W4 Form: UCF cannot give out advice on this form – Recommendation: employees print this form, fill out and then update info online after discussing with a tax professional

- SSN Entry: when onboarding new hires or for current employees – enter their SSN correctly
- Addresses: Need to be correct – this is crucial for payroll, tax reporting and communication of official documents
- Tuition Waiver Program: Must be eligible and meet requirements for program – Tuition waiver is reported to Payroll from Student Accounts – If there are questions/concerns they must contact Student Accounts – Anything over \$5,250 during the year – employee is responsible for paying taxes
- Supplemental Wages: If you have supplemental wages you are taxed at 29.65%, this is the IRS Taxation Rate, not UCF – Types of supplemental wages include commissions, payments for accumulated sick leave, severance pay, reported tips, awards, prizes, bonuses, and back pay – Vacation pay is not taxed at the higher rate – but the vacation PAYOUT is
- Benefits 2023:
  - Employer benefit rate changes 7/1 if in FRS Investment – 8.3% from 6.3%
  - Health Insurance Subsidy changes 7/1 - \$7.50 from \$5.00/per service year
  - DROP as of 7/1 – participation level increased to 8 years from 5 years

#### 4. Treasury Report – Carey Morales

- Checking      \$414.93
- Savings      \$6,311.91
- \$ 0.27 cents in interest earned.
- Balance      \$6,726.84
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#### 5. Attendance – Completed (see above)

#### 6. Elections: Sheila Siegrist/Jerry Archambault

- Nominations from the floor
  - VP: Jamie LaMoreaux and Kristell Padel
  - Historian: Page Curry
  - Parliamentarian: Gwen Hubbs
  - No nominations from the floor
- Speeches from the candidates
- Election held via Qualtrics Survey
- Results:
  - VP Elect – Kristell Padel
  - Historian Elect – Page Curry
  - Parliamentarian Elect – Gwen Hubbs

#### 7. New Business:

- Spirit Splash 2023
  - Still awaiting updates from Germaine Graham – Presidents Office
  - Ducks Purchased: 100 @ \$3.00/each = \$300.00

- Still investigating t-shirts as a fundraiser
- Special Events/University Events will work on this event
- Things To Consider: will we require Staff ID before giving away ducks
- Other Fundraising Ideas Discussed:
  - Wine Toss
  - Half and Half Drawings
  - Pie Toss
- Staff Assembly – Wed 8/2 – 8:30 a.m. to 10:00 a.m. – SU – Pegasus Ballroom
- Benefits Fair – Mon 10/9 – 9:00 a.m. to 2:00 p.m. – SU – Pegasus Ballroom
- Iolanda – thanked everyone for support and patience as she learned the Parliamentary Role over the last two years.

8. Next Meeting: Wednesday, July 19, 2023

9. Motion to Adjourn Meeting

- Motion to Adjourn: Iolanda Guseman
- First to Motion: Jim Graf
- Second to Motion: Patricia Hall
- Meeting adjourned @ 10:37 a.m.