

Staff Advisory Council Meeting Minutes

October 18, 2023

Attending Members: Aaron Smart, Angela Nichols, Anita Gabbard, Ashley Hilyer, Brendan Galante, Brian Villar, Carey Ann Morales, Chondra Babb, Cissy Glowth, Damien Chaffin, Dan Ryley, Darryl Gordon, Elimar Diaz Martinez, Emilia Paris, Eric Brewington, Gwen Hubbs, Iolanda Guseman, Jeffery Golub, Jerry Archambault, Jessica Frisch-Daiello, Jim Graf, Jim Smith, Joe Mulay, Johnny Pinero Gaston, Jordan Castillo, Jose Arce, Justin Strobel, Kate Mascheri, Kristell Padel, Maria Lopes, Mary Lynne Rush (Smith), Melinda Kramer, Melly Lopez, Otis Owens, Patricia Hall, Phyllis Kornegay, Rhonda Uzodinma, Samantha Mundell, Shela Siegrist, Sheryl Goins, Skendar Shehu, Stacey Royalty-Rose, Taylor Malin, Toni Rooney

Excused Absentee Members: Ashley Hilyer, Brendan Solinsky, Jamie LaMoreaux, Page Curry, Russell Ramalie, Tracey Morrison

Other Attendees: Elizabeth Richner (Director) and Brittny Bannister (Manager), UCF Human Resources Operations & Strategic Initiatives

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. Welcome – Cissy Glowth
 - Welcome to guest speakers – Elizabeth Richner and Brittny Bannister
2. Guest Speakers: Elizabeth Richner (Director) and Brittny Bannister (Manager), UCF H R Operations & Strategic Initiatives
 - Introduced the team to attendees – 13 H R Business Centers – H R Center of Expertise – kNEXT – Workday Enterprise Support Team
 - Operations and Strategic Initiatives reports to Maureen Binder
 - Key Areas: Operations – Partnerships – Strategic Initiatives
 - Focus: Directionality of Partnerships – Upward / Inward / Outward / Downward
 - Events: Support of Knights Pantry during “All-Hands Meeting” for Center of Expertise
 - OKR = Objectives & Key Results Framework discussed – Components include: Process Efficiency and Documentation Focus – Operations & Strategic Initiatives Team is growing
 - Current Items of Interest:
 - Winter Break – December 20 – January 1 (Return to work January 2)
 - Benefits Open Enrollment ends November 3
 - Collective Bargaining
 - PBA (tentative agreement to Board of Trustees – Nov meeting)
 - AFSCME next meeting is Friday 10/20

- Remote Work – A new work modality policy is pending / should be released in Spring 24 for review and comment before final approval
- Questions:
 - Raises? No decisions yet – think about this every year – based on budget
 - PA Changes:
 - A&P and USPS not amended for Diversity
 - Process changes only for 2023 cycle
 - Critique on Financial Management category
 - Long-term plan is to review the PA Process and put fully in Workday by digitizing the PA forms themselves
 - If merit increases given – will be based on PA

3. Approval of minutes:

- Motion to accept minutes: Gwen Hubbs
- First Motion to accept: Jim Graf
- Second Motion to accept: Jose Arce

4. Treasury Report – Carey Morales

- Checking \$924.35
- Savings \$4,812.97
- \$ 0.26 cents in interest earned.
- Balance \$5,737.32
- Financial Items this month
 - Paid the invoice for both UCF Ducks and shirts
 - Still to be paid: \$120 to Smoothie King for SAC share of 220 smoothies
 - Deposit: money paid to Carey for the Homecoming and Sprit Splash shirts

5. Committee Reports

- Marketing/Sponsorship – Russell Ramalie/Brian Villar
 - Want to start Staff Spotlights in publications and SAC website
 - Do more to highlight meetings and events to UCF Community
 - Generate more communication about SAC wherever possible
- Special Events & Fundraising – Darryl Gordon/ Emilia Paris
 - Thanks to volunteers who worked Benefits Fair 10/9
 - There are staff discounts for Homecoming Events
 - No discounts for athletics
 - Door Decorating Contest for Homecoming
 - President's Luncheons Invitations
 1. There are more invitations coming
 2. Accept and attend
 3. RSVP soon
- Scholarship – Jamie LaMoreaux/Aaron Smart
 - All scholarships in 1 application – better candidates – apps review soon

- Research/Historian – Samantha Mundell/Tracey Morrison
 - 10/30 meeting with Mike Kilbride in President’s Office to discuss input about staff initiatives for future UCF Strategic Plans
 - These meetings will become regular standing meetings for SAC moving forward
 - Sunshine – Carey Ann Morales/Melly Lopez
 - Next Shout Out: Winter Wonderland in December
 - Elections – Kristell Padel/Melinda Kramer
 - Last meeting – reviewed processes
 - 3 USPS seats available
 - Only 2 applications as of today
 - University Events/Special Events
 - Spirit Splash Tent:
 1. Staff Advisory Council
 2. Black Faculty and Staff Association
 3. Latino Faculty and Staff Association
 4. Refreshments – 220 smoothies from Smoothie King - \$360
 - a. Split Cost with other Orgs - \$120 from SAC
 5. Distribute shirts @ Parking Services Lot – 10/27 9:00 – 11:00 a.m.
 - Ducks Distribution (100) – will be after Spirit Splash
 - Still time to volunteer to work the SAC Tent at Spirit Splash
 - Parking – Jim Graf/Jose Arce
 - Meetings moved to lunch time to help student reps attend
 - Signs up in Research Park – Permits are needed to park now
 - Spin continues Wednesday trainings at the Student Union
 - Spin this semester: 5,000 trips – 38 violations – 2 fines
6. New Business:
- Toys for Tots – new rep this year – will pass along info soon
 - SAC Meeting for 12/20/23 is canceled – UCF Winter Break Day 1
 - Feedback requested on SAC Holiday Gathering:
 1. On-campus or Off-campus
 2. 1st or 2nd week of December
 3. Indoor or Outdoor preference?
 4. Possible locations:
 - a. Hilton Garden Inn – Off-Campus
 - b. Anita’s Office
 - c. Aramark – if first week of December?
 5. Qualtrics will be emailed for Vote
7. Next Meeting: Wednesday, January 17, 2024 @ 9:30 a.m.
8. Motion to Adjourn Meeting
- Motion to Adjourn: Gwen Hubbs

- First to Motion: Patricia Hall
- Second to Motion: Jim Graf
- Meeting adjourned @ 10:25 a.m.