

Staff Advisory Council Meeting Minutes

February 21, 2024

Attending Members: Aaron Smart, Angela Nichols, Anita Fox, Anita Gabbard, Brendan Galante, Brian Villar, Carey Ann Morales, Chondra Babb, Cissy Glowth, Damien Chaffin, Elimar Diaz Martinez, Emilia Paris, Eric Brewington, Gwen Hubbs, Jamie LaMoreaux, Jeffery Golub, Jerry Archambault, Jessica Frisch-Daiello, Jim Graf, Joe Muley, 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, Page Curry, Patricia Hall, Rhonda Uzodinma, Russell Ramalie, Samantha Mundell, Shela Siegrist, Sheryl Goins, Skender Shehu, Stacey Royalty-Rose, Toni Rooney, Tracey Morrison

Excused Absentee Members: Ashley Hilyer, Dan Ryley, Darryl Gordon, Iolanda Guseman, Luma Al Tal, Phyllis Kornegay, Taylor Malin

Other: Kathleen Winningham and Alison Bogart – UCF Intake System Project

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: 9:31 AM

1. Welcome – Cissy Glowth
 - Welcome to guest speakers – Kathleen Winningham and Alison Bogart
2. Guest Speakers – Kathleen Winningham and Alison Bogart
 - Goal: to alleviate administrative burden on faculty/staff of key financials/transactions
 - Steps: process review to remove duplicate work (simplified approach)
 - Areas: Self-Serve Workday – WD Help Case – Email – Phone
 - Meetings: 02.08 Budget Directors – 02.15 Finance Focus – 02.19 Faculty Research Council – 02.21 SAC – 02.21 EXCIT
 - Questions:
 - Key transactions covered? Travel – Hiring – Expense Reports
 - Timeline discussed: Start: Nov 23 – Launch: Aug 24
 - Transactional Data Period: Jul 22 to Dec 23
 - Goal: common forms for data collection
 - College of Medicine: Using ServiceNow
 - Is UCF Connect and UCF Online included in the project?
(Kathleen will check about AL/LD/BR) inclusion in the project)
 - 7-Day Operations – an issue
 - Key issue: Awareness vs. Approval
 - Is this project a replacement for WD?
 - Will share PPT with SAC for future reference (per Kathleen)

3. Approval of Minutes

- Gwen motioned to accept minutes for 01.18.24 Staff meeting
- 1st: Jose Acre
- 2nd: Kristell Padel
- Vote to Approve Minutes: Unanimous

4. Financial Report – Carey Ann Morales

- Checking Balance: \$2,220.55
- Savings Balance: \$4,813.77
- Interest Earned: \$ 0.20
- Total: \$7,034.32

UCF tax consultation – getting taxes done in a timely manner.

5. Committee Reports

- A. Marketing/Sponsorship – Russell Ramalie/Brian Villar
 - No Meetings
 - Scholarships are posted
- B. Special Events/Fundraising – Darryl Gordon/Rhonda Uzodinma
 - No Meetings
 - No event summary yet
- C. Scholarship – Jamie LaMoreaux/Aaron Smart
 - Closed apps for Spring 24
 - Total Apps = 14
 - HR Account Balance = \$1,000.00 – Spg 24 \$500.00 and Fall 24 \$500.00
 - Other donations not listed
 - Current Balance: \$1,833.91
 - Need to start fundraising
 - Next Meeting: 02.26
 - Winners will be chosen and announced
 - 2 from SAC
 - 2 from Addition Financial
 - 4 from Barnes and Noble
- D. Research/Historian – Samantha Mundell/Tracey Morrison
 - No meetings
 - Spg 24 Meeting invite sent to Mike Kilbride – President’s Office
 - Will include new assistant in the invitation
- E. Sunshine Committee – Carey Ann Morales/Melly Lopez
 - Several meetings recently
 - 1st Quarter Shout Out will be sent before Spring Break
 - 2nd Quarter message – work to begin soon

- F. Elections Committee – Kristell Padel/Melinda Kramer
 - a. 19 staff members up for renewal (10 returned already – 9 pending)
 - b. New Term: Begins in July 2024
 - c. Needs:
 - i. 3 USPS
 - ii. 1 or 2 A&P
 - d. Applications going out in April 2024
 - e. Elections This Year:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - f. Reach out to current officers with questions and feedback

- G. Parking Committee – Jim Graf/Jose Arce
 - a. Last Meeting: 2/8
 - b. No Updates

6. New Business

- Friendly reminder: keep committee information updated and schedule regular meetings for committee
- Break In Service Discussion
 - HR should have this discussion before resignation
 - Faculty/Staff Benefit Committee deals with these issues
 - Page Curry on the Committee
 - FRS does Bridge Work

Next Meeting: Wednesday, April 17, 2024 @ 9:30 a.m.

- H. Motion to Adjourn Meeting
 - Motion to Adjourn: Gwen Hubbs
 - First to Motion: Jamie LaMoreaux
 - Second to Motion: Jose Arce
 - Meeting adjourned @ 10:36 AM