

# Staff Advisory Council Meeting Minutes

August 21, 2024

**Attending Members:** Aaron Smart, Angela Nichols, Anita Fox, Anita Gabbard, Ben Kim, Brendan Galante, Brian Villar, Carey Ann Morales, Chondra Babb, Cissy Glowth, Elimar Diaz Martinez, Emilia Paris, Eric Brewington, Gwen Hubbs, Iolanda Guseman, Jamie LaMoreaux, Jeffery Golub, Jerry Archambault, Jessica Frisch-Daiello, Jim Graf, Jose Arce, Katie Connolly, Kristell Padel, Maria Lopes, Melinda Kramer, Melly Lopez, Otis Owens, Page Curry, Patricia Hall, Samantha Mundell, Sheryl Goins, Skendar Shehu, Stacey Royalty-Rose, Taylor Malin, Toni Rooney, Tracey Morrison

**Excused Absentee Members:** Damien Chaffin, Darryl Gordon, Jim Smith Jr, Johnny Pinero Gaston, Justin Strobel, Luma Al Tal, Mary Rush, Rhonda Uzodinma, Russell Ramalie, Shela Siegrist

**Other:** Michelle Brooks – Director – UCF Employee Relations and HR Compliance; Elizabeth Herrera – Manager – Employee Relations and HR Compliance

**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 AM

**1. Welcome – Cissy Glowth**

- Welcome to guest speakers – UCF Employee Relations and HR Compliance

**2. Guest Speakers – Michelle Brooks and Elizabeth Herrera**

- 8/29 Early Payroll due to Football Game (Special instructions sent via email)
- President's Initiative – Faculty and Staff Survey will be sent in October
  - Have two weeks to complete
  - Spring 25 – will receive response with results
- Email announcement today from President – UCF Salary plan moving forward – Part 1 will be in September 6, 2024 Paycheck
- Hourly Pay Change – Sep 2024 – Rate = \$13.00/Hr (Effective 09.30.24)
- Question: For 4 x 10 hour work week – How does holiday pay get updated?

**3. Approval of Last Meeting Minutes**

- Gwen motioned to accept minutes for 07.17.24 Staff meeting
- First to Motion: Katie Connolly  
Second to Motion: Jim Graf  
Vote to Approve Minutes: Unanimous

**4. Financial Report – Carey Ann Morales**

- Addition Financial login update needed – have to go to bank to update
- 3 table sponsor checks pending and 1 table from the President's Office

- Money for ducks: pending – T-shirts for Homecoming only: pending – Process to be used for both: pending

## 5. Committee Reports

### A. Marketing/Sponsorship – Jessica Frisch-Daiello/Russell Ramalie

- First Meeting: 08.20.24
- Next Meeting: Week of 08.26.24 – 08.30.24

### B. Special Events/Fundraising – Darryl Gordon/Jamie LaMoreaux

- First meeting held
- SAC Breakfast – 09.09.24
  - Looking for volunteers
  - Set-up time on Sun 09.08.24 – 11:00 a.m. (final word from Dr. Graham)
  - Giveaways:
    - herbs/plants
    - closet cleaning from President's Office
    - Reviewed giveaways secured to date
  - Doors Open – 07:45 a.m.
  - Breakfast Start – 08:00 a.m.
  - Program Start – 08:45 a.m.
  - Council Members and all guests – 1 time winners only
  - Ticket Spinner this year for better distribution of numbers
  - President's Office: 500 bags ordered for gifts for attendees
  - President's Office sending two emails:
    - 08.26.24 – Save the Date
    - 09.06.24 – Reminder Email to Register

### C. Scholarship – Jamie LaMoreaux/Aaron Smart

- 14 Apps received so far – 2 USPS only
- Barnes & Noble – Addition Financial SAC Scholarship Application Now Open

### D. Research/Historian – Samantha Mundell/Tracey Morrison

- First Meeting: 07.29.24
- Samantha re-elected Chair – Tracey Morrison – new Co-Chair
- Plan to restart chat with Mike Kilbride about staff inclusion in the Strategic Plan
- Send any requests for information if needed

### E. Sunshine Committee – Carey Ann Morales/Melly Lopez

- First Meeting held
- Carey Ann – re-elected Chair and Melly Lopez – new Co-Chair

### F. Elections Committee – Kristell Padel/Melinda Kramer

- First Meeting: held week of 08.12.24 to 08.16.24
- Katie Connolly – Elected as new Chair – Page Curry as Co-Chair

**G. Parking Committee – Jim Graf/Jose Arce**

- First Meeting: Week of 08.12.24 to 08.16.24
- Had low turnout and conducted email vote
- Passes for Army ROTC approved for guests
- Parking Projects: continuing all over campus

**6. New Business**

- Fundraising ideas being considered by Special Events and Fundraising Committee
- Benefits Fair – October 14, 2024, from 9:00 AM to 2:00 PM, in the Pegasus ballroom

**Next SAC Meeting: Wednesday, September 18, 2024 @ 9:30 a.m.**

**7. Motion to Adjourn Meeting**

- Motion to Adjourn: Gwen Hubbs
- First to Motion: Jim Graf  
Second to Motion: Darryl Gordon  
Meeting adjourned @ 10:08 a.m.