

# Staff Advisory Council Meeting Minutes

September 18, 2024

**Attending Members:** Aaron Smart, Angela Nichols, Ben Kim, Brendan Galante, Brian Villar, Cissy Glowth, Damien Chaffin, Darryl Gordon, Elimar Diaz Martinez, Emilia Paris, Eric Brewington, Gwen Hubbs, Jamie LaMoreaux, Jeffery Golub, Jerry Archambault, Jessica Frisch-Daiello, Jim Smith, Jr., Johnny Pinero Gaston, Jose Arce, Justin Strobel, Katie Connolly, Kristell Padel, Luma Al Tal, Maria Lopes, Melinda Kramer, Melly Lopez, Otis Owens, Patricia Hall, Rhonda Uzodinma, Russell Ramalie, Samantha Mundell, Shela Siegrist, Sheryl Goins, Skendar Shehu, Stacey Royalty-Rose, Taylor Malin, Tracey Morrison

**Excused Absentee Members:** Anita Fox, Anita Gabbard, Carey Ann Morales, Chondra Babb, Iolanda Guseman, Jim Graf, Mary Lynn Rush, Page Curry, Toni Rooney

**Other:** Dana Torres – UCF Human Resources - Payroll

**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

- Thank you to everyone for participation in SAC Breakfast on 9/9
- Welcome to guest speaker – Dana Torres – UCF Human Resources - Payroll

## 2. Guest Speaker – Dana Torres

- Dana sent revised PPT @ 8:30 a.m. and was sent to SAC members via email
- Topics covered included:
  - Payroll calendar adjustments coming next week for holidays
  - Reviewed Payroll Department Org Chart
  - Reviewed the Pay Application
  - Discussed the Holiday Scenario for employees working 4 x 10 hr/days
  - Discussed the Holiday Override process
  - Time Entry and Submission
    - Daily vs. Weekly Submit discussed
    - First pay period without Mass Approval is 10/11/24
    - Have timekeepers keep track of hours as well
    - Timekeepers can input and approve as well
  - Check your Workday employee address for accuracy
  - Accessing W-2 Forms
    - Print/Stamp/Mail – received by January 31
    - Electronic – received by March 1
    - Please: Do not choose both
  - Reviewed W4 process (Suggestion: review annually for accuracy)
  - Minimum Wage Increase to \$13.00/hr by September 27, 2024

### **3. Approval of Last Meeting Minutes**

- Gwen motioned to accept minutes for 08.21.24 Staff meeting
- First to Motion: Jose Arce  
Second to Motion: Katie Connolly  
Vote to Approve Minutes: Unanimous

### **4. Financial Report – Jim Smith (for Carey Ann Morales)**

- Checking Balance: \$2,306.02
- Savings Balance: \$4,815.16
- Interest Earned: \$0.20
- Total: \$7,116.18

### **5. Committee Reports**

#### **A. Marketing/Sponsorship – Jessica Frisch-Daiello**

- Last meeting two weeks ago
- Focus areas: Outreach, Website updates, Brochure update, Facebook Update – may need new page, and Quarterly newsletter being discussed

#### **B. Special Events/Fundraising – Darryl Gordon**

- Thanked everyone for SAC Breakfast participation and attendance
- Photos of the Breakfast will be coming soon from President's Office
- Reminder: UCF Benefits Fair is Monday, October 14, 2024 from 9:00 a.m to 2:00 p.m.
  - Volunteers needed to host the SAC Table
  - Sign-Up sheet put in TEAMS folder

#### **C. Scholarship – Jamie LaMoreaux**

- 24 Apps received – most are A&P with very few USPS
- Committee will meet next week to discuss awards/applications received

#### **D. Research/Historian – Samantha Mundell**

- No Updates
- Cissy sent email to Samantha
- SGA Support for Juneteenth request

#### **E. Sunshine Committee – Melly Lopez**

- No Meeting
- No Updates

#### **F. Elections Committee – Katie Connolly**

- No meeting
- Committee doing an audit of the SAC Members for College/Department breakdown and future recruiting of new members

#### **G. Parking Committee – Jose Arce**

- Next Meeting: 10.19.24
- Jim Graf – has been out
- Jose could not attend Parking meeting last month
- Employee Parking Zones: Red signs (for faculty and staff)

- Daily Permits question: are they being raised from \$5 to \$8 daily?
- There is no longer a daily pass needed for after 4pm parking

**6. New Business – Save the Date Events:**

- RWC Pass returned from SAC breakfast
  - Those interested please send a request to Cissy
  - Person returning pass will pick name
  - Send today to Cissy – only 1 pass available
- UCF Employee Code of Conduct Completion by October 9, 2024
- UCF Benefits Fair – October 14, 2024 – 9:00 a.m. to 2:00 p.m. – Pegasus Ballroom
- Employee Climate Survey will be sent out on October 14, 2024.

**Next SAC Meeting: Wednesday, October 16, 2024 @ 9:30 a.m.**

**7. Motion to Adjourn Meeting**

- Motion to Adjourn: Gwen Hubbs
  - First to Motion: Jamie LaMoreaux  
Second to Motion: Jessica Frisch-Daiello
- Meeting adjourned @ 10:10 a.m.