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| --- | --- |
| **Call to order by:** Cissy Glowth **Time-** 9:31am |
| **Attending members:** Betty Calton, Bridgett Burk, Christine Rivera, Cissy Glowth,  |
| Jamie LaMoreaux, Joanne McCully, Justin Strobel, Karen Sgambati, Kay West, Kristell |
| Padel, Marguerite Lachaud, Maribel Amaro Garcia, May Kaye Pascua, Patricia Hall,  |
| Tara Herget and Tara Priest |
|  |
| **Absent Members:** Jeffery Golub, Liz Lozada Rivera, Paula McClure, Rhodney Browdy |
| And Synithia Dowdell |
|  |
| **HR Representative:** Michelle Brooks |
|  |
| **Guests:** None in attendance |
|  |
| **1. Welcome/ Updates:** Cissy welcomed the group. |
| **2. Approval of Minutes:** November minutes sent out electronically for review. No |
| minutes from December due to it being a holiday gathering. Motion was made to  |
| accept the November minutes pending a change to move comment about United  |
| Way to “New Business”.  |
|  **Motion to accept minutes:** Kay West  |
|  **Second to accept minutes:** Joanne McCully |
|  **Passed unanimously?** Yes |
|  |
| **3. Roll Call Attendance:** Sign-in sheet in lieu of roll call. |
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| **4. Treasury Report:** We have added $1.36 in interest. The end balance on 12/31/18 |
| Is $5,951.36.  |
|  |
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| **5. Human Resources Updates:** No one in attendance. |
| 1. Comp & Class Project
 |
| 1. Week of February 15th-22nd Supervisors meeting.
 |
| 1. By February 22nd Supervisors should be notifying staff on updates on
 |
| Position. Results of review and FAQs are posted on HR’s website.  |
| 1. Pay Grades/Changes information will also be posted at this time.
 |
| 1. Reminder that there will not be any decreases or automatic
 |
| Increases to pay. The University is putting together a committee to address those  |
| That are not in paygrade minimum.  |
| 1. Annual Notice Booklets
 |
| 1. Changing from hard-copy to webcourse platform.
 |
| 1. All employees will be auto enrolled and will then need to
 |
| Acknowledge receipt.  |
| 1. This will keep to individuals training summary for review at any time.
 |
| 1. For those without access to computers their leadership will be
 |
| Responsible for ensuring they review this.  |
| 1. Performance Appraisals due by February 15th, 2019 to HR.
 |
|  |
| **6. Committee Updates:** |
| * **Marketing:** Bulletin Board in Millican Hall being repaced with digital sign. We will be able
 |
| to update the board. UCF Marketing will be helping with this at NO Cost to the Staff Council.  |
|  |
| * **Special Events/ Fundraising:**
 |
| * Received approval to sell chocolate candy bars in our departments.
 |
| Synithia is looking at companies that offer chocolate.  |
| * Staff Assembly is scheduled for April 15th. We will be using the theme of
 |
| “New Beginnings”. Joanne has 100 plans donated from the Arboretum. We will  |
| need to order bags and “Save the Date” cards. Also need to send out letters to  |
| Vendors.  |
| * Seeking donations for drawings at Assembly. Will check with President’s
 |
| Office. Council members are encouraged to donate Gift Cards.  |
|  |
| * **Scholarship/ Charter:** Have only received 1 application for $250 Employee
 |
| Scholarship. |
| * Will reopen the application and extend deadline to January 31st, 2019.
 |
| * Kristell will post to Facebook and email flier out to council members to post
 |
| in their departments/colleges.  |
|  |
| * **Research/ Historian:** No Update
 |
|  |
| * **Good Will:**
 |
| * Birthday cards for January have been sent out.
 |
| **Motion to allocate up to $350.00 for design and print of 2000 birthday**  |
| **cards:** Kay West |
| **Second:** Christine Rivera |
| **Passed unanimously?** Yes |
|  |
| * **Charter Committee:** No Update
 |
|  |
| * **Elections:** Nominations due by March 31st. Election will be held at June meeting.
 |
| All positions for officers are open at this time.  |
|  |
| * **Presidential:** We need everyone to complete the survey sent out about the
 |
|  Professional Development project. |
| * Wellness project is being worked on and thought about
 |
| * Professional Development Workshop (USPS, A&P, FT OPS non-student)
 |
| * Speakers 2 times per semester?
 |
| * Webinars?
 |
| * Sessions done ourselves?
 |
| * Half day? Use UCF classroom buildings and other facilities?
 |
| * Survey went out. A person from HR, ODI, and OSI will each do one.
 |
| * Partner with LEP?
 |
| * Maybe once a semester?
 |
| * Start small for the first event?
 |
| * Dr. Hoffman about Motivation?
 |
| * Email Cissy with any other ideas.
 |
| * Start with survey to staff- look for what may be wanted
 |
| * Wellness Program: Start with a walk program for all staff?
 |
| * HR is doing a diet program
 |
| * Yoga class or something?
 |
|  |
| * Next meeting at Research Pavilion Room 302A
 |
| **8. Adjournment:** Time- 11:00 am |
| **Motion by:** Kay West |
| **Second by:** Karen Sgambati |
| **Motion carried?** Yes |