|  |  |
| --- | --- |
| **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. | |
|  | |
| **4. Treasury Report:** We have added $1.36 in interest. The end balance on 12/31/18 | |
| Is $5,951.36. | |
|  | |
|  | |
|  | |
|  | |
| **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 | |