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Staff Council Meeting : 2008 : 03 : 21

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USF St. Petersburg
STAFF Council – General Meeting
Friday, March 21, 2008

Present: Michael Williams Sr., Jean Ferguson, Barbra Higel, Itzel Lanuza, Tanya Radabaugh, Alginon Wilson, Sue Ryan, Annette Hamon.

Guests: Sandi Conway, Dr. Stephen Ritch, A&P Council President.

Call to Order: Meeting called to order at 9:40am.

Guest Presenter – Sandi Conway, Associate Director of Human Resources

- The layoff process: First step – the Provost or appropriate Vice President submits requests for layoffs to Human Resources (HR) for approval; Second step – HR approves/disapproves such requests for layoff and identifies the layoff unit, the class(es) of positions affected, the number of positions in each class affected, and the layoff date(s); Third step – Administration employees occupying affected positions will be notified of layoff; Fourth step – Employees are to be notified of layoff as soon as practicable. Staff employees must be given at least 14 calendar days notice or two weeks pay at the employees' regular hourly rate of pay or a combination of notice and pay; Fifth step – HR will make reasonable efforts to locate appropriate alternate or equivalent employment opportunities within the University for employees identified for layoff; Sixth step-An out-of-unit Administration and Staff employee with permanent status who is laid off has recall rights for one year from the effective date of layoff. Additional information regarding layoff can be found on the Human Resource website: http://usfweb2.usf.edu/usfpers/Procedures/HRProcedures_Layoff.pdf
- Michael has met with Sandi about training, and they are now working on computer training classes. We are to let Michael know which version of Microsoft Office we have.
- The faculty/staff softball event is April 5. Michael asked if any thought had been given toward creating such an event in St. Petersburg, and Sandi said it was a great idea but would involve start-up funds. Dr. Ritch suggested the councils cooperate jointly on coming up with an event.
- Sandi noted that today is the deadline for nominations for outstanding employee awards. The awards luncheon is on April 24.
- Sandi met with Sandy Lovins, Associate Vice-President for Human Resources, and learned that whereas the classification redesign only looked at titles, the next step is to start looking at salary bands. This will include a market study and should be completed by the end of the summer.
- Pay inequities: The majority of employees at USFSP are paid below the rates that are paid to other employees on all the other campuses. More info to come on this.

- A grass roots movement spearheaded by Dr. Otsuki of the College of Arts and Sciences is looking at USF SP becoming a smoke-free campus. Keep watch on E-News for future developments on this initiative.

Approval of Minutes: Michael summarized the minutes from the last meeting on February 15, 2008. He also asked the Council to submit to him any ideas on improving morale no later than noon on Tuesday, March 25. The minutes were approved.

Reports:

- Officers
 - President
 - Union negotiations have been suspended pending the end of the legislative session and the approval by the Board of Trustees to resume. Michael continues to emphasize to the Union the need for salary increases.
 - The Budget Council (BC) meets every Tuesday. It is adopting guiding principles and making recommendations, which hopefully will come to fruition. The BC is committed to recommending to Regional Chancellor White the best and least painful budget reduction plans.
 - Michael urged the members to visit the renovated Faculty/Staff lounge in Davis 203, as it's our accomplishment.
 - Michael urged us to recruit more people to attend the STAFF meetings, with Operations and Maintenance of Facilities our most important target.
- Committees
 - Strategic Planning
 - Annette Hamon, our representative on the Strategic Planning Committee, wants STAFF to be part of the strategic plan, emphasizing that our input is needed. There is a series of five luncheon discussions planned and two evening sessions. She said to contact Pat White-Butcher if we plan to attend one of the campus themed planning discussions.
 - Liaison to Councils
 - Dr. Ritch met with Dr. Ashok Dhingra, Regional Vice-Chancellor for Administration and Finance, to discuss several issues affecting employee morale. Once again, pay issues was at the top of the list. Dr. Dhingra wants a study which will look at the lowest paying areas on campus. Dr. Ritch also requested and received in writing a promise from the administration to give the maximum notice possible if reductions are made.

Adjournment: Meeting adjourned at 11:20 am.