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Staff Council Meeting : 2008 : 04 : 18

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USF St. Petersburg
STAFF Council – General Meeting
Friday, April 18, 2008

Present: Kathleen Agne, Lori Anderson, Sheri Beaudreau, J. Keith Childs, Jean Ferguson, Le'Danjeanette Frazier, Annette Hamon, Johnny Henderson, Barbra Higel, Michele Holton, Terri Johnson, Dorothy Kaluzny, Thomas Matteodo, Cathy McClish, Tanya Radabaugh, James Rankin, Michael Williams, Alginon Wilson, Rubin Wyman,

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

Call to Order: Meeting called to order at 9:34am.

Meet and Greet: Keith Childs-Operations & Maintenance, Sheri Beaudrea-Operations & Maintenance, Dorothy Kaluzny-Mailroom, Rubin Wyman-Operations & Maintenance, Cathy McClish-Operations & Maintenance, Thomas Matteodo-Operations & Maintenance, and Kathleen Agne-Admin. & Finance.

Guest Speaker: Sandi Conway, Associate Director of Human Resources, USF St. Petersburg

- USF is in a critical situation in which layoffs of temporary employees maybe required. This reduction in work force focuses on individuals not completing the probationary period. There are no legal obligations by USF to continue employment of temporary employees.
- Dr. Ashok Dhingra has Sandy looking into pay inequities regarding USFSP pay versus the other USF campuses.

Approval of Minutes: The minutes of the March 21st meeting were approved with the following corrections:

- *“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*
- *Pay inequities: The majority of employees at USFSP are paid below the rates that are paid to other employees on all the other campuses.”*

Reports:

- **President**
 - Regarding contract negotiations with AFSCME, USF management will schedule a resolution meeting after the end of the Legislature session.
 - Action is required from the Union in filing unfair labor practice or impasse with USF management requiring a mediator.
 - All STAFF members are asked to verify their email address used on the LISTSERV or provide a campus mail point address to ensure future STAFF communications are received..
 - Ideas for Improving Morale: We can and will make progress, but we may have to push harder to Tampa. Any new ideas for improving morale are still being accepted. Please keeps a positive attitude regarding the ideas.
 - The last word in the Budget Council (BC) is that all ideas and recommendations will be reviewed, a decision will be made, and then the plan will be disclosed.
 - Implementing guiding principle for Budget – the maximum notice will be given to employees if layoffs are necessary.
 - Council Election – Nominations are now being accepted for the Vice-President and Secretary positions, which become vacant on June 30th. The deadline date to submit nominations is May 9th. A person can be nominated for one or both positions. Please turn in all nominations to Terri Johnson. The election will be held the third Tuesday in June.
- **Strategic Planning**
 - **Annette Hamon** – Strategic Planning sessions held at the Coquina Club Café are still continuing. An additional session regarding research has been added. A light lunch will be provided.

Liaison to Councils

- **Dr. Stephen Ritch** – The following are paraphrased statements:
 - USF should not fall back on legal obligations; USF is a better University than that. There should be a moral, human and compassionate approach taken during the layoff process.
 - In good faith employees have put forth ideas to save money, when do these ideas for cost saving merge with the budget? So far, the budget does not include any of these ideas.
 - Decisions are being made without representation of Council but instead are being made by the ‘System’. Less than 6 days notice was given for review or comment by Council regarding the reduction of notification time for non-reappointment of Administration personnel. Dr. Ritch has requested that President Genshaft immediately pull this change as unfair.
- **Patricia Scott** –
 - There is a concern that the Chancellor has not been given the time to review the cost cutting ideas, nor has there been time to implement some of the ideas suggested.

- Pat Scott and Dr. Ritch are involved in a comparison study of other Universities regarding budget reduction and cost cutting ideas. We may be able to use these ideas within USFSP.

New Business – There is growing concern regarding the loss of uniforms for OMF (formerly Physical Plant) employees. Several issues were raised including:

- Is this the last/only idea implemented for cost cutting?
- Is there an alternative approach available, such as: use of different vendors or have individuals take care of their own uniforms or a minimum amount of uniform pieces to be supplied with the individual supplying the rest?
- Is it possible to receive a discount for recurring business on purchases from one store?
- Dress code has not been established – Sandi Conway will contact the Director to set a proper dress code.
- Until dress code policy has been set, no distribution of guidelines should be published.
- Safety should be a major factor.

A motion was made and seconded to establish a Uniform Task Force to explore innovative ways in solving the uniform dilemma. Motion carried 19-0. Members appointed to this task force are: Lori Anderson, Keith Childs, and Kathy McClish. The Task Force is charged to present a preliminary report at the Council's June meeting.

Adjournment: Meeting adjourned at 11:30am