

11-21-2008

## Staff Council Meeting : 2008 : 11 : 21

Staff Council

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**USF St. Petersburg**  
**STAFF Council – General Meeting**  
**DAV 130**  
**NOV 21, 2008**

**Present:** Lori Anderson, Harriett Fletcher, Annette Hamon, Barbra Higel, Yoli Lanuza, Tanya Radabaugh, Jeremy Thompson, Michael Williams Sr., Jennifer Woroner.

**Guest(s):** Barbara Fleischer, Human Resources and Liaison for A&P Council.

**Call to Order:** Michael called the meeting to order at 9:30 a.m.

**Approval of Minutes:** The minutes of the 10/17/2008 meeting were approved as read.

**Reports:**

**President:**

• **Union Update**

- Union has requested access to employee pay rates and work locations in GEMS.
- Language in the grievance procedure needs to be revised.
- Performance Standards - need to be established and consistently applied during the evaluation process. Employees have received poor evaluations but no performance standards exist.
- Michael is proposing employee pre-performance reviews which would provide feedback and assist employees and supervisors to be better employees.
- Union would like feedback as to what they should be negotiating for employees.
- Union Local President, Bill McClelland, will attend the STAFF Council meeting on 1/16/09.
- Negotiations must be reopened prior to 2/15/09.

• **Service Awards**

- A&P Council has proposed a Years Service Award to be an interchangeable engraved desk plate with individual's name/service years/USFSP logo. STAFF Council has agreed to this award. Dr. Karen White approved the idea.

• **Council Election**

- June 2009 is the next Council "Pass-the-Baton" election period for officers.
- Michael does not intend to seek re-election as President.
- Active members of the Council should be considered for officer positions.

• **Construction Updates**

- Science & Technology building is on schedule.
- Central Lawn Project – Pedestrian traffic on 2<sup>nd</sup> Street will be eliminated in December. Pedestrians are to use the sidewalk access along 1<sup>st</sup> Street & 3<sup>rd</sup> Street.

- **Employee of the Month**
  - The new program is showing a lack of participation possibly a reluctance of supervisors to write nominations.
  - Itzel ‘Yoli’ Lanuza, Bill Benjamin, Al Wilson, and Zac Oppenheim won EOM for November. They have been enjoying their awards of one month Gold parking and \$50 certificate.
- **Final Fridays:** STAFF Council still supports, but not insisting upon, the continuation of this event. When the money/budget becomes more available, STAFF Council will re-look at the viability of continuing this program.
- **By-Laws Amendments:** Proposed amendment to STAFF Council By-laws has been emailed to council members. They include:
  - Term lengths for officers
  - Establish a quorum in order to vote. Employees need to be aware of the fact that the Council is important. Representation from each division is currently not being met. Council meetings have been averaging 7 people. Members should be established for each division by primary and alternate representatives.

**Committees:**

- **Holiday Party - Barbra Higel**
  - The 2008 Holiday Party is scheduled for Dec. 12<sup>th</sup> from 3:00-5:00PM
  - Holiday committee has finalized the food vendor and choice of menu.
  - Dessert contest
    - Individuals are requested to bring a favorite dessert which will add individual flair to this event.
    - Prizes will be awarded for best dessert.
    - Committee needs to be notified by Dec 12<sup>th</sup> of those who wish to participate.
    - Committee members will be judges; they will be attired with chef hats.
- **Strategic Planning – Annette Hamon**
  - The Strategic Plan has passed to the Executive team.
  - The committee is still waiting on additional feedback from all concerned.
- **The Central Lawn Project**
  - Brick program has been named “Paving the Future at USFSP.”
    - Brick program has been presented to Faculty senate – all have shown excitement.
    - Bricks will start around the fountain beginning with retired faculty and staff, current faculty and staff, and then students.
    - Initial and additional orders must be a minimum of 100 bricks.
    - Family bricks will be available. They will be larger in size and cost.
    - Brick price will be fixed – no increase for future orders.

**Liaison to Councils: Barbara Fleischer**

- **A & P Council**

- Has been experiencing low attendance.
- The lack of communication on the document changes to the Strategic plan has caused concern for the Council members. No one from the Executive group met with individual subcommittee chairpersons to discuss changes to the plan.

**Minimum Wage** - USF will increase the minimum wage paid to employees from \$6.79 to \$7.25 per hour effective January 1, 2009. Florida's minimum wage will increase to \$7.21 per hour on January 1, 2009, and the federal minimum wage will increase to \$7.25 per hour on July 24, 2009. Moving USF employees to the new federal minimum wage in January will both assist our employees and save the time and cost of implementing two separate changes. Any USF employee making less than \$7.25 per hour on January 1<sup>st</sup> will receive an automatic salary increase to the new minimum. Human Resources will send a list of affected employees to each Vice President and campus before January 1st. **Departments will not need to send paperwork to make pay changes.** Appointments effective on or after January 1<sup>st</sup> must reflect the new minimum wage.

**New Business:**

- **New Committee**

- Amending Council By-laws. Volunteers are needed.
  - Jennifer Woroner and Annette Hamon have volunteered so far.
- Contact Michael by January meeting

- **Employee of the Month advertisement**

- Alternative locations and feasibility for publishing winners will be looked into by Lori Anderson.
- E-News photographs can be used.
- Jeremy Thompson has offered his assistance in mounting the photographs.
- Council website can publicize the EOM winners.
- Get involved – Have and show ownership as employees.

- **Future STAFF Council meetings**

- December's meeting has been cancelled.
- January's meeting will be with the Union representative.

**Adjournment: Meeting was adjourned at 10:45 a.m.**