

**USF St. Petersburg A&P Council Meeting Minutes
October 10, 2007
Bayboro Hall 220**

- I. Meeting called to order at 3:00 pm, Steve Ritch presiding
 - a. 14 members present
- II. Introduction of Guests
 - a. Judy Lowry, Communications and Marketing Office for Human Resources and Grace McQueen, General Manager for the Bookstore
- III. Introduction of attendees
- IV. System-wide Council Report
 - a. Barbara Fleischer on behalf of Sandi Conway
 - i. Tampa campus United Way update
 - ii. Open enrolment has begun. Vision care is cancelled. Two dental options have been added and the tier system changed. Check your status to ensure it is correct. Life insurance provider has been changed. You must update your beneficiary form at the benefits fair or online.
 - iii. \$1000 bonus (pre-tax) will be in the first check received in November.
 - iv. Faculty and staff appreciation football game is 11/17 vs. Louisville.
 - v. Tampa campus has hired a safety consultant in response to the recent news stories about staffing in the Police Dept.
 - vi. Sub-committee has been formed to consider a council name change. Concerns that renaming Administrative council is not an accurate representation.
- V. Officer Reports
 - a. Presiding Officer Report
 - i. Next meeting hope to announce a sub-committee to review the constitution and bylaws. If you are interested contact an officer.
 - ii. Still looking for volunteers to serve as liaisons to the staff council and the faculty senate. If you are interested please contact an officer.
- VI. Committee Reports
 - a. Holiday Committee-Pat Scott
 - i. The committee consists of Jennifer Khattabi, Michelle Holton and Sudsy Tschiderer. The event will be on Friday, December 14 from 3-5 pm in Davis 130. The next meeting is Oct. 17 at 10 am in the Snell House. If you have suggestions for the event please contact a committee member.
 - b. Faculty and Staff Lounge Committee-Gabe Leandro
 - i. The space is Davis Hall 203. Looking into televisions for the space. Considering older unused televisions and pricing new sets. A one-time installation has been approved for \$750. A committee will be formed including representatives from the staff council and administration and finance.
- VII. Approval of September minutes

- a. Motion to approve minutes by Barry McDowell, seconded by Rosemary Truckenbrod. Minutes approved.

VIII. Old Business

- a. Length of Service Awards. Concerns were raised at the last meeting about the new process. Concerns were that the awards are no longer personalized, gift cards are impersonal and that the awards are cheap and ordinary.
 - i. Judy Lowry-Explained the process that lead to the change. Focus groups of past winners were conducted. She apologized for not including the regional campuses in this process. She was new and unaware of their interest in the process. In the past the awards were very inexpensive because the personalization increased the overall cost. The general consensus of the focus group was to stop personalizing the items and increase the quality and value of each item. President Genshaft also indicated to HR that she would like each item to be a USF logo item. Each recipient will now receive a personalized card indicating their award milestone and a tracking code. They then take this card to their campus bookstore to order their item. Each campus and/or department can personalize their presentation and has the option to include certificates or other personal touches. The item can be ordered in advance, collected by HR and distributed at an event. All were invited to view the display of items that was provided. A permanent display is located in the Coquina Hall bookstore.
 - ii. There was still a significant level of concern raised by the council about the lack of personalization throughout the entire process, including the initial contact, the items themselves and the manner in which they are delivered and/or presented.
 - iii. As a response to these concerns the council has formed an ad-hock committee to make recommendation concerning the process for USFSP. This committee is comprised of Pat Scott, Steve Ritch and Barbara Fleischer. Michael Williams, the president of the Staff Council, was present to hear the presentation and discussion. He agreed to appoint two members from the Staff Council to work with our members to formulate these recommendations.
- b. RVC for Academic Affairs Search Committee Report: La-Tarri Canty
 - i. The pool has been narrowed to six candidates. Five will be phone interviewed on October 19 and one on Nov. 2. The timeline is the same, but may be accelerated if scheduling allows.
- c. Performance Evaluations and Merit Pay Study
 - i. Continues to be a concern. Unsure if a committee will be formed to study and evaluate this process through Tampa. If so we will participate. We are still considering forming a committee on our own. If you are interested please contact an officer. It was noted that the percentage of employees who could receive an increase was higher last year than it was in past years. USFSP Administration and Finance is supportive of further examining this process. Sandi Conway will be invited to the next meeting to review the performance appraisal process in detail.

- d. A&P Listserv. Please sign-up. Numerous emails have been circulated telling how to sign-up. If you have problems contact David Brodosi.
- e. The Webpage is complete. Thank you to Bob Wang for his hard work! There are some broken links on the USFSP page that we will get fixed. In the meantime you can use this direct link to access the site:
http://www.stpt.usf.edu/admincouncil/USFSP_AP.asp

IX. Announcements

- a. Festival of Reading: Volunteers are needed throughout the day to drive golf carts. If you can assist please contact Barry McDowell
- b. Open House for prospective students is Oct. 20 from 9-noon
- c. Candidates for the Director of Operations and Maintenance position will be interviewing on campus in late October. All are welcome to participate.

X. Meeting adjourned at 4:35 pm

A&P