

9-9-2009

## Administrative and Professional Council Meeting : 2009 : 09 : 09

Administrative and Professional Council

Follow this and additional works at: [https://digitalcommons.usf.edu/admin\\_professional\\_council](https://digitalcommons.usf.edu/admin_professional_council)

---

### Scholar Commons Citation

Administrative and Professional Council, "Administrative and Professional Council Meeting : 2009 : 09 : 09" (2009). *Administrative and Professional Council*. 1.

[https://digitalcommons.usf.edu/admin\\_professional\\_council/1](https://digitalcommons.usf.edu/admin_professional_council/1)

This Other is brought to you for free and open access by the USF St. Petersburg campus University Governance at Digital Commons @ University of South Florida. It has been accepted for inclusion in Administrative and Professional Council by an authorized administrator of Digital Commons @ University of South Florida. For more information, please contact [digitalcommons@usf.edu](mailto:digitalcommons@usf.edu).

## A & P Council Meeting

September 9, 2009

Terrace 300

<b><u>Present:</u></b>	Steve Ritch	Bishop Center for Ethical Leadership
	Donna Knudsen	Academic Affairs
	Melanie Marquez	External Affairs
	Don McCarty	Student Services – Student Life
	Barry McDowell	Student Services – Disability Services
	Diane McKinstry	Student Services - Career Center
	Anita Sahgal-Patel	Counseling, Health and Wellness
	Herta Schaefer	Facilities Planning
	Pat White-Butcher	College of Arts & Sciences

- **Executive Team Report**

Steve Ritch reported that the Executive Team meets weekly with A&P representation. At this time the Executive Team is also serving as the SACS Compliance Team which is taking up a good portion of its efforts at this time. Minutes from the meetings will be distributed to the A&P Council listserv.

- **Reconstitution of the Council – Officer Nominations for 2009-2010**

Donna Knudsen has volunteered to serve as the Presiding Officer; Joneen Maczys has volunteered to serve as the Deputy Presiding Officer; and Pat White-Butcher has volunteered to serve as the Secretary. Herta Schaefer has volunteered to serve as the Welcome Coordinator and will work to invite and introduce all new A&P employees to the Council.

Steve Ritch will send a ballot via email to the A&P Council listserv. Council members can vote Yes or No for each of the above mentioned nominations.

Steve will also ask for volunteers to represent the A&P Council at the Staff Council and the USFSP Faculty Senate meetings.

Lynn Hawkins will serve as the Interim Staff Council liaison; replacing Jennifer Woroner who will be taking maternity leave.

It was agreed that having representation from each of the Councils at the monthly meetings could improve moral on campus and build closer working relationships, while also providing an opportunity for learning about other job duties and identifying persons who could be called up for in-house training and guidance when learning new tasks.

- **Email conversion**

Concern was expressed about the email conversion from spadmin to gmail accounts. To ensure that all A&P employees receive Council email notifications – Campus Computing will be asked to provide a list of all spadmin employees who have converted to gmail and the A&P listserv/distribution list will be updated.

- **Communication with Administration**

Discussion on whether or not the Council should schedule monthly meetings with Chancellor Sullivan. Employees voiced a more positive feeling after the conversation with the Chancellor at the August luncheon.

The initial visit from the Chancellor at the beginning of the year was more somber; leaving employees feeling insecure about their employment future. At this time employees seem to feel less threatened about losing jobs and again able to focus on daily tasks.

Discussion on the use of stimulus money and other cost-saving endeavors in place to help secure the budget for the time being; however Chancellor Sullivan will continue to be the source for updates and information and the Council agreed on the importance of keeping an open communication.

Questions regarding Chancellor's tenure and commitment to USFSP: the general consensus is that she will be onboard through the SACS reaffirmation process, and the development of the Quality Enhancement Plan. It was also agreed that her expertise and guidance on SACS issues is essential to USFSP's continued success.

- **Holiday Leave**

Employees will not be forced to use annual leave during the December winter break. Employees can choose whether to work or take leave December 28, 29 and 30, yet are also strongly encouraged to take leave during this time. No report has been distributed as to the utility cost-saving due to closing the University during last year's winter break.

- **Emergency Response**

The emergency response system was commended for its efficiency. During the recent gas leak at the Science and Technology construction site phone call and email alerts were sent and received in a timely manner.

- **Assistant Director Search Update**

Donna Knudsen reported that the Search Committee for this position is currently reviewing applications for qualification for the position. A total of 12 applicants were received. Interviews are tentatively scheduled for the last week of September and early October.

The meeting adjourned at 11:00 a.m.