

12-12-2007

## Administrative and Professional Council Meeting : 2007 : 12 : 12

Administrative and Professional Council

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**USF St. Petersburg A&P Council Meeting Minutes  
December 12, 2007  
Bayboro Hall 220**

- I. Meeting called to order at 3:05 pm, Steve Ritch presiding
  - a. Quorum not yet established. Will hold business requiring voting until quorum can be established later in the meeting.
- II. Officer Reports
  - a. Presiding Officer Report
    - i. Constitution and Bylaws: Still looking for volunteers to participate in a constitution and bylaws review committee. We need to separate the current document into two; a constitution and bylaws. If you are interested please contact Steve Ritch.
    - ii. Council Liaisons: Both the Staff Council and the Faculty Senate are interested in having representatives attend each other's meetings. If you are interested please contact Steve Ritch.
- III. Committee Reports
  - a. Faculty Staff Lounge-Gabe Leandro
    - i. There have been a few updates made to the room. There has been some progress on installing cable and televisions. A budget is needed before more progress can be made.
  - b. Performance Appraisal-Jennifer Baker
    - i. Jennifer Baker is heading this committee. She is out of the office for several weeks due to a medical issue, but will be forming the committee shortly after the New Year.
  - c. Search for RVC of Academic Affairs
    - i. No update. It is suspected that candidates will not be on campus until spring semester.
  - d. Holiday Party Committee-Pat Scott
    - i. The final plans are being made. Volunteer are needed for set-up and clean-up committee. Please encourage all staff members to attend Friday, Dec 14 from 3-5 pm. The theme is Florida Winter Holidays. If you are interested in helping please contact Pat Scott.
- IV. Quorum Established
- V. Old Business
  - a. Joint Resolution with Staff Council: Length of Service Awards
    - i. The joint Resolution reads as follows:

Whereas, the Length of Service Awards program is one of few current opportunities to express that value, and;

Whereas, the USF St. Petersburg Administrative and Professional and Staff Councils believe that the Length of Service Awards must be personalized in order to be meaningful and thus honor the personal value of each individual employee;

Therefore, let it be resolved that the USF St. Petersburg Administrative and Professional and Staff Councils strongly

recommend that an additional item choice be added to each length of service award group that can be personalized by name, length of service and location, USF St. Petersburg, and;

Therefore, let it be further resolved that actual award, not merely a gift card, be presented during a public, formal recognition event.

- ii. Motion to accept the resolution by Pearl Williamson, seconded by Erin Dunn. Motion/resolution passed.
- iii. Update: Steve Ritch, Mike Williams and Sandi Conway had a telephone conference with Judy Lowry of HR in Tampa who is responsible for administering the faculty and staff awards program. They discussed the joint resolution and the desire of USFSP to be included in this process and offer engraved/personalized gift options. The resolution was met with opposition because the decision had already been reached and a contract is in place for this year. It was expressed by Lowry that engraving/personalization would not be possible for this year or future years. The discussion is expected to continue with USFSP leadership. There is a possibility of USFSP providing additional personalized recognition in the form of a gift or certificate.

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#### VI. New Business

- a. Improving Morale-General decline of morale has been noticed. It may be due to budget cuts, turnover and other difficult situations. This was raised by Steve Ritch at the last leadership team meeting with general support from all present in addressing this issue. All would like the council to bring forth suggestions for improvement.
- b. Discussion, identification of issues and possible solutions:
  - i. Examine the policy of internal promotions and informing the campus community of openings
  - ii. Shadowing program so employees are knowledgeable about a variety of departments and responsibilities.
  - iii. Concern that administration does not or will not listen to concerns. People are reluctant to give suggestions because they feel they will not be heard.
  - iv. Pride of ownership and horizontal communication needs to be established. Communication and sharing in responsibilities has been lost. Solutions include developing a plan for implementation when money is available that includes the hiring and training of support employees. As well as taking into account the historical perspective and using it to help plan the future.
  - v. Internal customer service training
  - vi. Need enough staff to adequately get the job done. Staff is consistently asked to do more with less.
  - vii. Increased communication from the Chancellor and sharing of information in a timely manner. Direct recognition for job well done.
  - viii. There is a need to focus on where we want to be in addition to what has happened in the past. We must set the example and empower ourselves by choosing to be a positive contributor.

- ix. Important information should always be communicated to the campus community first internally and not through the media. This should happen as soon as possible/in a timely manner.
- x. Pay is low compared to other local institutions, especially SPC. This makes retaining quality employees a challenge.
- xi. There may be inequality within divisions for similar positions.
- xii. Faculty are rewarded more often and at a higher level than staff. This includes monetary compensation and resources.
- xiii. Higher degrees are not rewarded with higher pay.
- xiv. The temperature in service area is still a problem and complicates dealing with customers.
- xv. The lump sum bonus impacts morale because so much of it is taken out for taxes.
- xvi. Operation hours and flex time should be discussed and offered as a real alternative for employees.
- xvii. Consider closing the institution for holiday breaks while classes are not in session.
- xviii. Merit based promotions for those who qualify.
- xix. Develop more of a team spirit within and then across divisions.
- xx. Identify ethics as a workplace value and work to establish trust.
- xxi. Develop and communicate a shared vision for the entire campus community.
- xxii. Develop written guidelines that are to be distributed and consistently applied/ followed.
- xxiii. Make it easy and safe to report wrong doing
- xxiv. Educate employees across divisions as to what other divisions do.  
Create a type of employee orientation for everyone.

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VII. Announcements

- a. The next meeting will probably be changed to the third Wed. of January (the 16<sup>th</sup>) due to the first week of classes

VIII. Meeting adjourned at 5:15