

11-14-2007

## Administrative and Professional Council Meeting : 2007 : 11 : 14

Administrative and Professional Council

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**USF St. Petersburg A&P Council Meeting Minutes  
November 14, 2007  
Bayboro Hall 220**

- I. Meeting called to order at 3:05 pm, Steve Ritch presiding
- II. Approval of October minutes
  - a. Motion to approve minutes by Barry McDowell, seconded by John Husfield. Minutes approved.
- III. System-wide Council Report-Sandi Conway
  - a. Update on Marshall Center (Tampa) renovation project including timeline, completion plan and space usage.
  - b. Announcement that A&P employees will no longer have any contracts and will move to a process that solely includes letter of offer.
  - c. A new division has been created in Tampa called Public Safety. This includes police, parking, health/safety and other outsourced entities.
- IV. Officer Reports
  - a. Presiding Officer Report
    - i. Constitution and Bylaws: Looking for volunteers to participate in a constitution and bylaws review committee. If you are interested please contact Steve Ritch.
    - ii. Council Liaisons: Finalizing staff council and faculty senate representatives who will attend A&P Council meetings.
- V. Committee Reports
  - a. Holiday Party Committee-Pat Scott
    - i. The Holiday Party is Friday, December 14 from 3-5 pm in Davis 130. The theme is celebrating the holiday season in Florida. Help is needed in the following areas: invitations, food/entertainment, decorations and giveaways. If you are interested in helping please contact Pat Scott.
  - b. Length of Service Awards
    - i. The committee created at the last meeting met and discussed the process. They have drafted a resolution that states that an additional item with the capability of being personalized with the recipient's name, years of service and campus should be added to each category.
    - ii. Discussion ensued concerning the feasibility of adding these additional items.
    - iii. Motion to call the resolution to question made by Jennifer Baker. Seconded by Katie Giglio. The recommendation passed and will be presented to the executive team.
  - c. Search for RVC of Academic Affairs
    - i. The committee completed six phone interviews and is making recommendations for campus visits. The timeline is not still to move as quickly as possible.
- VI. Old Business
  - a. Performance appraisal process-presentation by Sandi Conway

- i. A packet describing the process was distributed. It outlined the model, tools, procedures, ratings forms and the overall process. For a copy of this contact Sandi Conway.
- ii. A discussion was had concerning the forms and if the employee could chose to complete or not to complete the self assessment.
- iii. The group discussed if there was a need to review the process and make recommendations to the executive team. It was decided that a group would be formed and that Jennifer Baker would be the organizer. Other members include Rosemary Truckenbrod and John Husfield. Anyone interested should contact Jennifer Baker.

VII. Announcements

- a. Please check you email for announcements about the multicultural communications seminar scheduled for Dec. 15.

VIII. Meeting adjourned

AS&P