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## Administrative and Professional Council Meeting : 2007 : 06 : 20

Administrative and Professional Council

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**USF St. Petersburg A&P Council Meeting Minutes  
June 20, 2007  
Campus Activities Center**

- I. Meeting called to order at 3:03 pm, Jennifer Baker presiding
  - a. Quorum established
- II. Treasurer Election
  - a. Robert Lugo has declined his nomination. La-Tarri Canty is the only nominee.
  - b. Motion by Cedric Howard to accept La-Tarri Canty as nominee for treasurer and close the floor.
    - i. Seconded by Barry McDowell
    - ii. Approved unanimously
- III. A&P Listserv
  - a. Currently 25 people subscribe to the listserv. To ensure receipt of all communications you must subscribe to this listserv. In the near future the current list will be retired in favor of the listserv. David Brodosi will be sending another reminder including direction on how to subscribe.
- IV. A&P Webpage
  - a. The Webpage is outdated and requires a contributor to maintain the site. Call for volunteers was made. Bob Wang volunteered to take over the revising and maintenance of the Webpage.
- V. HR Report-Sandi Conway
  - a. Guidelines for the Out-of-Unit Salary Increase Process and a spreadsheet were distributed. (absent employees may request these materials from human resources)
  - b. Eligibility requirements were reviewed. Ms. Conway explained the following process: The program was to be based upon 2006 performance evaluations. Eligible employees with 2006 performance evaluations rated exemplary qualified. For eligible employees without a 2006 performance evaluation the most recent evaluation was considered. For eligible employees without any record of a performance evaluation the supervisor was contacted and asked to provide a rating. If this rating was exemplary the employee was considered for the increase. Ms. Conway further commented that all eligible USFSP employees with exemplary evaluations received the increase.
  - c. Concerns were raised by the council referencing the evaluation process. The council asked Ms. Conway what steps were being taken to ensure that all employees received a timely evaluation. Ms. Conway informed the council that all members of the campus leadership team have been trained on the process and encouraged by the Regional Chancellor to make this a priority.
- VI. System A&P Council Report-Cedric Howard
  - a. Explained that the guidelines were established for the system and that Dr. Carlucci was frustrated by the fact that some leadership took it upon themselves to interpret the guidelines and implement them in a way other than what was intended. Furthermore, Dr. Carlucci expressed to the system A&P council that he questions the validity of many performance evaluations

- and the overall usefulness of the entire process. The council was told that Dr. Carlucci expressed in great interest in studying the current process.
- b. Concerns were raised by the council in reference to the proposed study. Discussion ensued concerning the possible length of this study. The council questioned if waiting was in the best interest of the employees. There was discussion about conducting a USFSP specific study.
  - c. Jennifer Baker proposed the creation of a sub-committee to look into researching the merit increase process. This will be discussed further at the next meeting.
- VII. Approval of minutes. Motion to approve minutes by Jon Kile.
  - i. Second by Barbara Fleischer.
  - ii. Approved unanimously
- VIII. For the Good of the Order
- IX. New Business
  - a. Back-to-School Supply Drive
    - i. Collecting school supplies to be distributed by the St. Petersburg Junior League. Multiple campus collection points. For more information contact Barry McDowell or Barbara Fleischer.
  - b. New computers will be going into classrooms in the next few weeks.
- X. Meeting Adjourned at 3:45 pm