

8-9-2007

## Administrative and Professional Council Meeting : 2007 : 05 : 09

Administrative and Professional Council

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**USF St. Petersburg A&P Council Meeting Minutes**  
**May, 9, 2007**  
**Campus Activities Center**

- I. Meeting called to order at 3:04 pm, Jim Stull presiding
  - a. Quorum established
- II. Nominations
  - a. Current nominations:
    - i. Presiding Officer: Steve Ritch
    - ii. Immediate Past Presiding Officer: Jim Stull
    - iii. Deputy Presiding Officer: Jennifer Baker
    - iv. Secretary: Katie Giglio
    - v. Treasurer: La-Tarri Canty
  - b. Open the floor for additional nominations
    - i. Pat Scott nominates Robert Lugo
    - ii. Discussion-Robert is out for a few weeks and is not present to accept this nomination
    - iii. Tabled until Robert returns and can accept or decline his nomination.
  - c. Motion by Cedric Howard to close the floor for nominations
    - i. Seconded by Zac Oppenheimer
  - d. Motion by Cedric Howard to accept the slate as is with the exception of treasurer.
    - i. Seconded by Steve Ritch
    - ii. Approved unanimously
  - e. Motion by Pearl Williamson to vote on the accepted slate of officers, with the exception of treasurer.
    - i. Seconded by Pat Scott
    - ii. Approved unanimously
    - iii. New officers took office. Jim Stull was thanked for his leadership
- III. RVC for Academic Affairs Search Committee Report
  - a. La-Tarri Canty of the A&P Council representative on this committee she will provide her notes for the minutes. (Included below)
  - b. Search Committee for RVC Academic Affairs  
Geraldyn Franklin, College of Business Dean - Search Chair  
Malcom Butler, College of Education Faculty  
Deanna Michael, College of Education Faculty  
Eric Odgaard, College of Arts and Sciences Faculty  
Gary Patterson, College of Business Faculty  
Joani Spadaro, College of Arts and Sciences Faculty  
Alison Watkins, College of Business Faculty  
Ruben Anchundia, Registrar's Office Staff  
David Brodosi, Nelson Poynter Library Staff  
La-Tarri Canty, Student Affairs Staff  
Andrew Wilson, Student Representative

Revision of position announcement

May 4, 2007

Advertisement Sources

Black Issues

Women in Higher Education

Hispanic Outlook

Chronicle

USF Human Resources website

(There may be some other sources-DeeLynn will follow up)

Timeline

The committee will meet in August a week before classes begin.

Screening-Render a short list of qualified candidates

Telephone interviews

Reference checks

Vote on campus invites (3-5?)

Recommendation to Chancellor White (October or November)

- IV. Strategic Plan Development Team-Volunteers
- a. Anticipate that volunteers from A&P Council will be needed. Please consider serving. More details to follow.
- V. Misc.
- a. Please join the listserv. There were a few problems and the link will be resent to all A&P employees. Help spread the word within your own department. Contact David Brodosi with tech problems.
  - b. Meeting/Lounge Space
    - i. USPS Council has expressed interest in a dedicated meeting/lounge space and has asked if A&P is interested in the same.
    - ii. Discussion
      1. Such a space exists on the 2<sup>nd</sup> floor of Davis Hall. Not well utilized and not suitable size for meetings
      2. With space at a premium a dedicated meeting/lounge space is not an appropriate use of space.
      3. Many other campus areas meet this purpose and are being utilized.
    - iii. Motion by Pat Scott that the A&P Council is not interested in pursuing such a space.
      1. Seconded by Don McCarty
      2. Approved Unanimously
- VI. For the Good of the Order
- a. Cedric Howard announced that A&P system elections are underway and everyone should be receiving an email soon. A USFSP candidate is on the ballot.
    - i. Matt Morrin shared that this candidate is Sandi Conway
  - b. Barry McDowell asked about the status of the Merit Increase Program
    - i. Discussion (for more info see the attachment below titled Out of Unit Salary Increase Process)

1. Cedric Howard, A&P System Council President explained that the structure of the Merritt Increase Program is based on performance evaluations. Only employees with an exceptional evaluation will be considered and only 40% of the eligible employees will receive an increase. HR is pulling evaluations and determining those who are eligible. This will be done by May 15 and notification of increases will happen by mid-June and be retro-active to Jan 1.
  2. Concern expressed by all in relation to the inequity of this system for those whose supervisors have not conducted an evaluation. Concern was also expressed about the lack of a cost of living increase for the upcoming year.
    - ii. Motion by Pearl Williamson to express the concerns of the council to Chancellor White in writing as soon as possible. Will be drafted by Steve Ritch.
      1. Seconded by John Husfield
      2. Passed Unanimously
    - c. Pat Scott expressed the need for a calendar that includes important A&P related activities including candidate visits.
      - i. Sudsy Tschiderer, John Husfield, Jennifer Baker and Pat will discuss this issue and propose a recommendation.
- VII. Meeting Adjourned at 4:06 pm

Out-of-Unit Salary Increase Process  
 January 1, 2006 – December 31, 2006  
 GENERAL GUIDELINES

Process Overview:

The salary increase process is intended to include all eligible out-of-unit employees only (as in-unit employees' salaries are included in negotiations at the bargaining table). The process has been established to recognize and reward outstanding performance. Under this program, a 1.5% pool has been created in which base salary adjustments may be awarded to no more than 40% of the eligible employees in each VP area. Consideration will be given to top performers (with performance rated at least at the "exemplary" level) during the calendar year 2006.

General Eligibility:

- Visiting, Temporary (including OPS) and Emergency ineligible (excluded)
- All Staff (formerly known as "USPS") employees that are currently out-of-unit or designated as confidential/managerial for purposes of collective bargaining will be eligible. All Administration (formerly known as "A&P") employees who are out-of-unit will be eligible.

Additional eligibility requirements include the following:

- Must have been hired on or before January 1, 2006.
- To be considered for an increase under this Program, employees must have performance rated as “Exemplary” (or “Exceeds” for Police Department employees). Ratings for Staff on file in HR as of December 31, 2006 were used to populate the spreadsheets, and 2006 ratings for Administration will be gathered in the process. Although we are now maintaining A&P ratings in GEMS, we were not routinely inputting that data in 2006 and so may not have that data available for some employees. However, if any data existed in the system for 2006, it was automatically populated.
- Employees who have received a written reprimand after January 1, 2006, or more severe discipline after January 1, 2005, will be ineligible to participate.
- Must have been continuously on a position since January 1, 2006 (with no receipt of non-reappointment, termination, or layoff notice prior to payment of the increase) and must be actively employed as of the implementation date of the increases.

Process to determine awards:

The awards will be based on an assessment of overall performance over the last calendar year (2006). In order to accomplish this, Vice Presidents/designees will:

1. Indicate performance level for Administration employees in their areas and move those individuals with an “Exemplary” evaluation rating to the group of eligible employees.
2. Confirm that there is no discipline or other personnel action that would disqualify an employee, as identified above. If an “eligible” employee is disqualified based on this consideration, please indicate that action as “ineligible” on the spreadsheet in the column provided.
3. Identify the top performers of the eligible employees (Staff and Administration) within the VP Area. This number may not exceed a total of 40% of your eligible population within the VP area. The following are examples of considerations that may be applied when making the selections (determining the “best of the best” performers):
  - Overall performance during 2006 (January 1 – December 31, 2006)
  - Sustained strong performance during the course of employment
  - Contributions beyond the defined job description
  - Impact on/contribution toward unit goal accomplishment
4. Communicate the news of the increases within your VP area once they have been approved by HR. Increases should not be communicated to individual employees until you receive confirmation back from HR.

*Additional Information:*

The increases will be calculated by HR. The 1.5% funding pool is based on June 30, 2006 salary base. Additional information regarding creation of the funding pool will be provided by the University Budget Office.

For those employees who will receive a base salary adjustment under this Program, they will receive a lump sum payment for the retroactive portion from the date of implementation back to January 2, 2007. Salary changes or payouts made subsequent to January 2, 2007 through the current date will not be adjusted. The annual increase will be added to the employee's base salary effective the date of the implementation of the new rates.

If you have any questions, please contact Brian Allman (x4-5384) or Gina Lanier (x4-9632) in Human Resources.

Please return the completed spreadsheet electronically to HR addressed to Gina Lanier at [glanier@admin.usf.edu](mailto:glanier@admin.usf.edu) AS SOON AS POSSIBLE, but no later than *Monday, May 7, 2007.*

Please return the spreadsheets in the exact format they were distributed. Modified spreadsheets cannot be accepted. Data will be uploaded, so paper responses will not be accepted.