
Staff Council

USF St. Petersburg campus University
Governance

11-20-2009

Staff Council Meeting : 2009 : 11 : 20

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USF St. Petersburg Staff Council
General Meeting Minutes
November 20, 2009
TER300

Present: Susan Jane Ballinger, Jean Ferguson, Annette Hamon, Terri Johnson, Byron Thoburn, Jeremy Thompson, Michael Williams, Alginon Wilson.

- I. **Call to Order:** Michael called the meeting to order at 9:30 am.
- II. **Guest Presenter:** Sandi Conway, Associate Director of Human Resources, presented a draft copy of the Employee Handbook to the Council. The handbook will be a web based handbook. Some hard copies will be printed for those employees who do not have computer access. The links will be USFSP links with some links connecting to the Tampa HR site. She asked the staff employees to review it and let HR know if there are any issues with the links. HR is hoping to have it ready for Spring 2010. Please send any suggestions to Karen by December 18, 2009.
- III. **Approval of minutes from last meeting:** The minutes from the October 16, 2009 meeting were approved as read.

IV. Reports

President

- Union Collective Bargaining – The impasse hearing was cancelled due to illness of AFSCME Region 3 Director, Michael Temple and has been rescheduled for December 17th and 18th (if two days are needed) at 9 am. Once the hearing location is confirmed, a notice will be sent to all in-unit employees.
 - After the conclusion of the hearing, the Court Reporter will provide the official hearing transcript to both sides. Post-hearing briefs must then be submitted to the Special Master (SM) within 2 weeks. The SM has 15 days to make a recommendation.
 - At this time Management is offering \$1000 for employees with an Exemplary evaluation, \$750 for those employees with a Commendable evaluation, and \$500 for those employees with an Achieves evaluation. All figures are pre-tax.
- November Employee of the Month Award Recipients - Cynthia Brown, Library Specialist (Poynter Library) and Michele Holton, Personnel Representative (Human Resources) – **Deadline for December nominations is November 23rd.**
- Pavers – Please get your paver funds to Annette Hamon by close of business on Monday, November 23 to be included in the first round of pavers installed in the Harborwalk.
- Dr. Genshaft, USF System President, will be on campus November 30th to meet with various constituent groups. Staff Council officers are scheduled to meet with her from 1:00 – 2:00 PM. If there are any issues that you would like us to present, contact Michael by phone at 3-4267 or e-mail williamm@spadmin.usf.edu not later than 5:00 PM Wednesday, November 25th.
- Vacancy in the office of Secretary – Annette will be leaving us in January to accept a position at Texas State University in San Marcos, TX. Since the only other person who ran for the office of Secretary is our sitting Vice President, the provisions of Article 5.2b of the By-laws will be enacted.

Vice President - On October 19, Vice President, Lori Anderson, contacted Dr. Ashok Dhingra, Regional Vice Chancellor for Administrative & Financial Services, to find a bulletin board the Council could use. No boards were located. Susan will ask the Admissions office if the board next to their office could be used for Council postings.

V. **New Business** – A motion was introduced to cancel December’s scheduled meeting due to holiday leaves with the proviso that an emergency meeting could be called to conduct any urgent Council business. The motion carried 7-0.

VI. **Adjournment:** Michael adjourned the meeting at 11:30.