
Staff Council

USF St. Petersburg campus University
Governance

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Staff Council Meeting : 2008 : 10 : 17

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**USF St. Petersburg
STAFF Council – General Meeting
TER 300
10/17/2008**

Present: Lori Anderson, Harriett Fletcher, Annette Hamon, Barbra Higel, Michele Holton, Terri Johnson, Itzel Lanuza, Tanya Radabaugh, Michael Williams Sr., Jennifer Woroner,

Guest(s): Dr. Karen White, Regional Chancellor; Dr. Vikki Gaskin-Butler, Diversity Officer; Barbara Fleischer, Human Resources and Liaison for A&P Council.

Call to Order: Michael called the meeting to order at 9:30 a.m.

Meet and Greet: Welcome back to Michele Holton, Human Resources.

Guest Speaker:

- Dr. Karen White, Regional Chancellor announced the top yearly goals for USFSP:
 - 100% SACS compliance.
 - Construction
 - Science and Technology building
 - Central Lawn Project
 - Fitness Center Renovation
 - Increase diversity of Faculty, Staff and Students.
 - Financial stability of RHO through occupancy; balance student population
 - Implement plans to achieve goals established on the Strategic Plan.
 - Continue recruitment plan.
 - Retention of students; need definition of retention for the USF System and validate Master Plan.
 - Board of Trustees approval of Strategic Plan and validate Master Plan.
 - Parents' organization.
 - \$3 million fund raising goal.
 - Increase fund research dollars.

- Dr. Vikki Gaskin-Butler, Diversity Officer:
 - Role: impact campus climate while embracing the philosophy that students come first.
 - Job: how to assist students; recruitment and retention of student, staff and faculty.
 - Welcomes suggestions on improving diversity and campus climate.
 - Will have diversity advisory board, maximum 15 persons to include a mix of staff, faculty, students and community members.
 - Currently working on a diversity handbook.

Approval of Minutes: The minutes of the 9/15/2008 meeting were approved.

Reports:

President:

- Coffee round table with Dr. Karen White will meet twice a month based on employee's anniversary month of hire.
 - Employee of the Month October's winners:
 - Terry Johnson, Cashiers' Office
 - Kathleen Agne, RVC for Administration & Finance office (also recipient of 2008 Employee of the Year and Quiet Quality Award)
 - Kevin Cartmill, Operation & Maintenance of Facilities
- Congratulations to the winners!
- Dr. White would like employees' input as to whether or not Final Fridays should be continued.
 - A suggestion was made for establishing a 'Department or Group of the Month' award. The winning department would receive a USF Bulls style statue/figurine to be held in the in their office which would then be passed onto to the next winner.
 - Winter Break – USFSP will be closed the week of Christmas.
 - Lump sum bonus for in-unit STAFF will be on October 31st.

Committees:

• Strategic Planning – Annette Hamon

- The committee will meet October 24th to compile the plans submitted by the sub-committees and then formulate a finalized plan.
- The Central Lawn project will be implemented in August 2009 for the opening of the Fall Semester.
 - 'Brick' of recognition program was presented to the Council. Bricks will be available for purchase to be displayed in the Central Lawn area. These personalized 4' x 8" bricks will be an excellent graduation gift for an individual or family. Each brick will have 3 lines of engraving containing 20 characters each line. Bricks will be available for \$100 each. More on this in the near future.

• Holiday Party – Barbra Higel

- The 2008 Holiday theme will be "World of Sweets"; December 12th from 3:00-5:00pm in the CAC.
- Featuring assorted culinary dishes/appetizers from various cultures.
- Desert contest with prizes.
- Holiday sub-committees have been established; next meeting Nov. 5th 11:00 at the Williams House.

Liaison to Councils: Barbara Fleischer

- A Book Club has been formed by A&P council; Dr. Ritch will facilitate the discussion. The first book will be Leadership and the New Science. The next meeting will be October 28th, TER 300 at 12:00-1:00pm.

- A lack of participation by constituents has raised the question as to whether or not A&P council should remain in existence. Barbara will have more information by November's meeting.

New Business:

- Council Officer Term Lengths:
 - Michael proposing a standard two (2) year term of office for President, Vice-President and Secretary. Currently, the term lengths are two years for President and one year for Vice-President and Secretary.
- Establish committee to work on changes to By-laws.
- Benefits open enrollment last day is October 17, 2008.

Adjournment: Meeting was adjourned at 10:50 a.m.