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Staff Council

USF St. Petersburg campus University  
Governance

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10-19-2005

## Staff Council Meeting : 2005 : 10 : 19

Staff Council

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USF St. Petersburg  
USPS Council – General Meeting  
October 19, 2005  
10:00 am – POY 234

**Present:** Lori Anderson, David Brodosi, Cynthia Brown, Brandy Heinrich, Michele Holton, Terri Johnson, Michael Mathon, Candice Pascual, Tanya Radabaugh, Sue Ryan, Robert Vassenmeyer, Michael Williams

**Welcome and Call to Order**

Chair Michael Williams called the meeting to order at 10:05

**Meet & Greet**

No new USPS employees present

**Leadership Meeting Update**

Student Government's Green & Gold Campaign for Hurricane Relief was set to end on 10/14/05, as of the day of the meeting the donation box was still located at the cashier's office for donations. It has since been removed by Student Government and the total donations counted. The target goal was \$7,500.00. Actual donation total of the fundraiser has yet to be announced.

Terri Johnson discussed the upcoming United Way campaign on campus.

The USPS Council survey discussed at the previous meeting was distributed to those attending the meeting, and will be sent via campus mail to all other USPS employees. The completed surveys should be sent to Brandy Heinrich at BAY 111 no later than 11/9/05.

There are items earmarked within the USPS Council by-laws to be revised, specifically the wording of the mission statement and the issue of a quorum of "regularly attending members".

**HR Update**

Michele Holton of USF SP Human Resources provided some updates regarding recent changes to HR processes and policies.

- An updated version of the Position Vacancy Announcement (PVA) form for open position advertising is now available online. The PVA must be received by USF SP HR no later than Thursdays at 10 am to be posted online on the HR website, and in order to meet local newspaper deadlines must be received by the USF SP HR office to be faxed to the Tampa campus by 5 pm on Thursdays.

- Once a position has been filled, please notify HR to have the advertisement removed from the website.
- Barbara Fleischer will be meeting with Bill Silberman to Tampa regarding PDQ updates and changes to job titles to recent open positions that have been filled.
- Benefits open enrollment ends 10/28 – all changes must be made in PeopleSoft before that date for the changes to become effective January 2006.
- Current employees are advised to learn how to manage their elective benefits through the PeopleSoft/PeopleFirst systems. New employees will still be signed up for insurance coverage during their meeting with HR on their first day and will be encouraged to learn PeopleSoft. Michele advised everyone to use the *open enrollment* link for any changes to benefits for this open enrollment period, and to use the *changes* link to make changes due to a qualifying event (marriage, birth or adoption of a child, etc.).
- HR workgroup meetings are held on the last Thursday of every month and are open to all employees.
- All employees need e-mail accounts and access to GEMS self-serve to use the new on-line attendance and leave request and tracking system. Please contact your department Leave Coordinator with any questions.
- If needing to make updates to beneficiary information please make an appointment with Michele to review the current information on file and make any necessary changes.

### **Upcoming Events**

Fall Open House from 12:30 – 3:30 pm outside of Davis Hall and Homecoming events on the Harborside Lawn.

The St. Petersburg Times Festival of Reading will be on Saturday 10/29/05 and volunteers are still needed for the event.

The Faculty and Staff Appreciation event ticket sale will be held on 10/25/05 from 11:30 am – 1:30 pm on the first floor of Bayboro Hall by the Cashier's Office for one day only. The event will be held on 11/19, and the ticket includes a meal and access to the USF tent.

## **Committee Updates**

Lori Anderson is serving on the campus 40<sup>th</sup> Anniversary Committee and some upcoming things to commemorate the 40<sup>th</sup> Anniversary are: Staff and faculty will be receiving event novelties (mugs, note pads, pins, etc.); a time capsule will be placed in one of the new buildings being constructed; USF SP Anniversary banners will be placed around campus and various streets downtown as of 10/29. Lori was asked to find out what the actual 40<sup>th</sup> Anniversary date is.

A candidate for the Student Affairs Counseling and Career Center Director position is on-campus for interviews on 10/19 and will have a presentation and open forum at 1:30 pm which is open to the campus community.

The Strategic Planning Committee will be distributing a survey to students during the 2<sup>nd</sup> or 3<sup>rd</sup> week of classes during the Spring 2006 semester to evaluate the campus.

## **Open Discussion**

There was discussion of the availability and cost of flu shots being offered on the Tampa campus, and the service of the vendor currently running the café and the bid process were also briefly discussed.

## **Adjournment**

The meeting was adjourned at 11:00 am.