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Administrative and Professional Council Meeting : 2007 : 09 : 12

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**USF St. Petersburg A&P Council Meeting Minutes
September 12, 2007
Bayboro Hall 220**

- I. Meeting called to order at 3:04 pm, Steve Ritch presiding
 - a. Quorum established
- II. Approval of all prior minutes
 - a. Motion to approve minutes by Pearl Williamson, seconded by Rosemary Truckenbrod. Minutes approved.
- III. Announcements and Reports
 - a. System A&P Report: Sandi Conway
 - i. The system group is considering phone conference meetings. This could include regional council officers in the future. Another future possibility is hosting a meeting at USF St. Petersburg.
 - ii. New process for the length of service awards. Recipients will receive a gift card that will then be used at the bookstore to order a gift. Concerns were raised about the lack of personalization and logistics of this process. Sandi will clarify at a later date.
 - b. Presiding Officer's Report
 - i. The council will have general membership meetings the second Wednesday of each month in Bay 220 throughout the semester. Bay 265 will be held as back-up if we are unable to accommodate all participants in Bay 220.
 - ii. Constitution and bylaws will begin a revision process this semester. If you are interested in assisting please contact a council officer.
 - iii. Liaisons to the faculty senate and staff council will be implemented this semester as well. If you are interested in serving in this capacity please contact an officer.
 - iv. Committee Call: A call was put out to all members to serve on two committees. Chairs have been established. Faculty and Staff Lounge Remodel: Gabe Leandro and Holiday Party: Pat Scott. If you are still interested in these committees or future committees please contact an officer. Future committee suggestions include fundraising, scholarships, programming and social.
- IV. Old Business
 - a. Council lounge space is still up for discussion. The available space is the faculty lounge on the second floor of Davis Hall. Staff council is interested in remodeling and the administration is open to suggestions.
 - b. Council Vacancy of Immediate Past Presiding Officer: Don McCarty has volunteered for this position. Rosemary Truckenbrod motioned to accept Don McCarty's nomination and elect him Immediate Past Presiding Officer. Seconded by Pearl Williamson. Motion passed.
 - c. Regional Vice Chancellor for Academic Affairs Search will be meeting on Sept. 28 and is pursuing an aggressive timeline.
 - d. Calendar Update: The internal calendar has been created and is now available. This is for internal campus meetings, search committees, presentations and other campus related events/activities. There will be a link

on the homepage. Currently you can access this calendar by visiting www.stpt.usf.edu/calendars. If you have questions please contact Sudsy Tschiderer or Pat Scott.

- e. Performance Evaluations/Merit Pay: If a committee is formed to study and evaluate this process through Tampa we will participate. We are considering forming a committee on our own if one is not created.
- f. A&P Listserv. Please sign-up. Numerous emails have been circulated telling how to sign-up. If you have problems contact David Brodosi. The council will investigate signing-up all A&P employees and providing the option to opt out of the emails.

V. New Business

- a. Budget Update-Ashok Dhingra
 - i. Throughout our 4% reduction the following goals were set and maintained. They were 1) Students will continue to come first. 2) Scholastic excellence will continue at a high level. 3) Research excellence will continue at a high level and 4) No layoffs. To meet this cut and these goals every area has accepted the cut, reserve money has been used, some vacancies will remain unfilled and equipment will be downsized. There will be another cut, but when and how much is unknown. The campus is being pro-active. Please share cost savings/revenue generating ideas. To be pro-active the temperature across campus has been raised. This will save a significant amount of money. However, changes are being made in order to maintain a comfortable environment.

VI. Meeting adjourned