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Administrative and Professional Council Meeting: 2007 : 11 : 14

Administrative and Professional Council

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USF St. Petersburg A&P Council Meeting Minutes  
November 14, 2007  
Bayboro Hall 220

I. Meeting called to order at 3:05 pm, Steve Ritch presiding

II. Approval of October minutes
   a. Motion to approve minutes by Barry McDowell, seconded by John Husfield.  
      Minutes approved.

III. System-wide Council Report-Sandi Conway  
   a. Update on Marshall Center (Tampa) renovation project including timeline, 
      completion plan and space usage.
   b. Announcement that A&P employees will no longer have any contracts and 
      will move to a process that solely includes letter of offer.
   c. A new division has been created in Tampa called Public Safety. This includes 
      police, parking, health/safety and other outsourced entities.

IV. Officer Reports
   a. Presiding Officer Report
      i. Constitution and Bylaws: Looking for volunteers to participate in a 
         constitution and bylaws review committee. If you are interested 
         please contact Steve Ritch.
      ii. Council Liaisons: Finalizing staff council and faculty senate 
          representatives who will attend A&P Council meetings.

V. Committee Reports
   a. Holiday Party Committee-Pat Scott
      i. The Holiday Party is Friday, December 14 from 3-5 pm in Davis 130. 
         The theme is celebrating the holiday season in Florida. Help is 
         needed in the following areas: invitations, food/entertainment, 
         decorations and giveaways. If you are interested in helping please 
         contact Pat Scott.
   b. Length of Service Awards
      i. The committee created at the last meeting met and discussed the 
         process. They have drafted a resolution that states that an additional 
         item with the capability of being personalized with the recipient’s 
         name, years of service and campus should be added to each category.
      ii. Discussion ensued concerning the feasibility of adding these 
          additional items.
      iii. Motion to call the resolution to question made by Jennifer Baker.  
          Seconded by Katie Giglio. The recommendation passed and will be 
          presented to the executive team.
   c. Search for RVC of Academic Affairs
      i. The committee completed six phone interviews and is making 
         recommendations for campus visits. The timeline is not still to move 
         a quickly as possible.

VI. Old Business
   a. Performance appraisal process-presentation by Sandi Conway
i. A packet describing the process was distributed. It outlined the model, tools, procedures, ratings forms and the overall process. For a copy of this contact Sandi Conway.

ii. A discussion was had concerning the forms and if the employee could chose to complete or not to complete the self assessment.

iii. The group discussed if there was a need to review the process and make recommendations to the executive team. It was decided that a group would be formed and that Jennifer Baker would be the organizer. Other members include Rosemary Truckenbrod and John Husfield. Anyone interested should contact Jennifer Baker.

VII. Announcements
   a. Please check you email for announcements about the multicultural communications seminar scheduled for Dec. 15.

VIII. Meeting adjourned