



**Administrative Advisory Council  
Meeting Minutes  
October 8, 2019**

1. The meeting was called to order at 2:05 p.m.
2. **Guest Speaker:** Steven D. Blair, Vice President of Development, USF - Mr. Blair was unable to attend.  
**AAC Representative:** Ashley Sowell and Tarin Haydt, Academic Advisors within the College of Arts and Sciences

USF utilizes a professional advising model. Advisors at USF are knowledgeable on departmental, college, campus and state policy along with campus resources for students. Faculty develop curriculum and server as academic and career mentors for students. Both groups take some responsibility for career exploration. USF advisors provide support for the entire university via administrative processing and programming development and support.

Natural Sciences and Mathematics (NSMAC) Advising has advisors from multiple disciplines in one area to better serve students and increase communication between advisors for the benefit of students. Disciplines centrally located in NSMAC are Biology, Chemistry, Geosciences, Mathematics and Physics. Advisors act as subject matter experts on their respective majors but are able to offer prompt and immediate support to advisors and students from other science disciplines. This model shortens processing time and provides a better environment for constant communication and updates.

3. Approval of minutes:
  - a. The September 2019 meeting minutes were approved
4. Committee Signup and Other housekeeping items

Committee Chairs met with the AAC Executive Committee earlier in the month to review expectations for the individual AAC committees. Chairs were asked to review membership numbers for each committee based on the realistic needs of the committee and its charge/focus. There is the need for succession planning for committee leadership. The committees will be expected to create a manual on committee duties. The Committee chairs should update the executive committee ahead of the executive committee meeting on the 4<sup>th</sup> Monday of the month. The time commitment for each committee should be around 1 to 1.5 hours per month, but more as necessary. All AAC members will be granted access to committee files via Box.

There was a discussion about the potential to suspend the Committee membership requirement for one of the three years of AAC service term

AAC members should get to know their constituents and re-introduce themselves each year as constituent lists change. AAC members should send their constituents the minutes from the meetings and update members on upcoming meetings and policy changes.

## 5. Committee Reports and Leadership

- a. Web and Portal - The team is slowly updating the website included meeting minutes from past meetings. They're looking to upload .pdf documents instead of word documents. A website update draft has been created by the Executive Committee and shared with the committee
- b. Speakers – The committee has reached out to a few AAC members and they are awaiting response. If anyone has ideas, they are invited to share via email.
- c. Week of Welcome – The committee will ask for volunteers in December for January.
- d. Elections/Constituents – This is the slow time for the committee. Meetings will be schedules to discuss possible improvements and document committee duties.
- e. Committee Breakfast – We've asked President Currall to be the speaker, but are hitting a wall on the response. We are still keeping the date January 22, 2020 from 8:30-10:30
- f. Special projects – no update.

## 6. Budget Update – The AAC budget document was reviewed by the committee.

\$553 – E&G; \$630 – Carry Forward; \$900 -concession; \$1,578.90 in Auxiliary; \$1,584.02 - Foundation.

## 7. Issues from the floor

- a. The October Student Services meeting chaired by Dr. Dosal that the President of the AAC attends was cancelled due to time constraints
- b. Open enrollment for insurance benefits starts on October 14<sup>th</sup> and ends November 1<sup>st</sup>, 2019. The Health Benefits Expos are: 10/21 for Sarasota-Manatee, 10/22 for St. Petersburg and 10/23 for Tampa Campus
- c. There was a question regarding raises for Admin level employees this year. A date for staff level employee negotiations has not yet been set. Faculty will be getting 1.5% raises. Ms. Collins will inquire about administrative level employee raises.
- d. There was a question regarding the possibility work from home options.
- e. There was a question regarding the elimination of time sheets. USF is currently looking into funding to purchase centralized time and attendance system Kronos. The move is being driven by audit compliance and is being fast-tracked. The change would be USF system wide, and should be operational in the next year.

## 8. The meeting was adjourned at 3:05 p.m.