

TO: UFF Senators
UFF Steering Committee
UFF Council of Presidents

FROM: Tom Auxter, President
Ed Mitchell, Executive Director

DATE: March 11, 2008

RE: **UFF Steering Committee/Council of Presidents Meeting –April 12, 2008**
UFF Senate Meeting – April 12-13, 2008
Holiday Inn Hotel and Suites, Universal, Orlando, FL

We are sending information to all currently listed Senators. If you are no longer an elected Senator, we are asking you to forward the packet to your Chapter President who will make sure that it gets to the newly elected replacement.

The UFF Steering Committee and Council of Presidents will meet on Saturday, April 12, 2008, from 12:00 noon to 3:00 p.m. (group lunch provided). The UFF Senate will convene at 3:15 p.m. on Saturday, April 12, and adjourn on Sunday, April 13, 2008. All meetings will be held at the Holiday Inn Hotel & Suites, 5905 South Kirkman Road, Orlando, FL. Phone: (407) 351-9100. See attached map.

The group rate at the Holiday Inn is \$89 per room, plus tax, single or double. You will be responsible for paying all incidental charges at checkout. If you wish to share a room with another member, please list the member on your attendance notice. If you do not indicate a roommate preference, we'll assign you a roommate. Any Senator requesting a "single" room (not sharing with another UFF member) will be responsible for paying one-half of the cost of the room and tax at check out. Senators will pay for travel and other necessary expenses and will be reimbursed according to the UFF Travel Reimbursement Policy.

All room reservations must be made through Mary Johnson at the UFF office no later than March 20, 2008. Please fax (850) 222-1767 or e-mail (UFF@floridaea.org) the attached **ATTENDANCE NOTICE.**

TA:EM:mcj

Enclosures:

- Schedule
- Attendance Notice
- Proxy Form
- UFF Travel Reimbursement Policy
- Map and directions

**UFF STEERING COMMITTEE/COUNCIL OF PRESIDENTS MEETING
SENATE MEETING
APRIL 12-13, 2008**

ATTENDANCE NOTICE

NAME: _____ **CHAPTER:** _____

HOTEL INFORMATION: Holiday Inn Hotel & Suites, Universal
5905 South Kirkman Road
Orlando, FL 32819
(407) 351-3333

Arrival Date: _____
Check in Time: 3 p.m.

Departure Date: _____
Check out Time: 12 p.m.

Type of Room:

- Single* (Not sharing with another UFF member)
with 2 Double Beds, or 1 King Bed (Circle bed choice)

OR

- Double
Sharing with: _____ (fill in member's name or write willing to share w/
male/female)
with 2 Double Beds, or 1 King Bed (circle bed choice)

Smoking/Nonsmoking: _____

ADA-accessible room _____

Vegetarian: _____

**Note: Any Senator requesting a single room will be responsible for paying one-half of the cost of the room and tax, plus incidentals, at check out.*

FAX (850) 222-1767 OR E-MAIL THE INFORMATION TO UFF@floridaea.org ATTENTION MARY JOHNSON. DEADLINE: March 20, 2008

United Faculty of Florida

DESIGNATION OF PROXY

I, _____, a Senator from the _____
Chapter of the United Faculty of Florida, designate Senator _____
as my proxy at the April 12-13, 2008 Senate meeting and authorize him/her to cast my vote.

(UFF Bylaws: Article VI. UFF Senate, Section 3. Each voting member of the UFF Senate may carry the proxy of up to two other members of the Senate, provided that the members are from the same chapter.)

Signature

Date



FLORIDA TURNPIKE

Follow the Turnpike to the Interstate 4 exit. Take the first exit on right - #75B from Interstate 4. Turn right at the first traffic light - Major Boulevard. The hotel is on the right.

INTERSTATE 4

Exit on #75B from Interstate 4. Turn right at the first traffic light - Major Boulevard. The hotel is on the right.

INTERSTATE 95

Exit I-95 at Interstate 4. Exit on #75B from Interstate 4. Turn right at the first traffic light - Major Boulevard. The hotel is on the right.

ORLANDO INTERNATIONAL AIRPORT

Exit Airport and follow signs to 528 West (Beeline Expressway). Take 528 West to Interstate 4 East. Exit on #75B (left side of road) from Interstate 4. Turn right at the first traffic light - Major Boulevard. The hotel is on the right.

Holiday Inn® Orlando/Universal

5905 Kirkman Road
ORLANDO, FL 32819
Toll-Free: 800-327-1364
Tel: 407-351-3333

**UNITED FACULTY OF FLORIDA
STEERING COMMITTEE/COUNCIL OF PRESIDENTS
& SENATE MEETINGS
April 11-13, 2008
Holiday Inn & Suites Universal, Orlando, Florida**

TENTATIVE SCHEDULE

FRIDAY, APRIL 11, 2008

	MEETING	ROOM
6:00 p.m. – 7:00 p.m.	GROUP DINNER	Drama Room
7:00 p.m. – 10:00 p.m.	MEMBERSHIP COMMITTEE	Green/Screening
7:00 p.m. – 10:00 p.m.	TASK FORCE ON LIBRARIANS' SALARIES	Star Quarters Conf. Room
7:00 p.m. – 10:00 p.m.	DISTANCE LEARNING TASK FORCE	Suite 1004

SATURDAY, APRIL 12, 2008

7:30 a.m. – 9:00 a.m.	BREAKFAST BUFFET	Ent./Prod./Directors
9:00 a.m. -- 11:00 a.m.	MEMBERSHIP COMMITTEE	Ent./Prod./Directors
9:00 a.m. – 12:00 p.m.	TASK FORCE ON LIBRARIANS' SALARIES	Star Quarters Conf. Room
9:00 a.m. - 12:00 p.m.	DISTANCE LEARNING TASK FORCE	Suite 1004
12:00 p.m. – 3:00 p.m.	REGISTRATION	Foyer Prefunction Area
12:00 p.m. – 1:00 p.m.	LUNCH - STEERING COMM. /COUNCIL OF PRESIDENTS & MEMBERSHIP COMMITTEE TASK FORCE MEMBERS	Studio Room
1:15 p.m. – 3:00 p.m.	STEERING COMMITTEE & COUNCIL OF PRESIDENTS	Green/Screening
3:15 p.m. – 5:00 p.m.	UFF SENATE	Ent./Prod./Directors
5:00 p.m. – 6:00 p.m.	BARGAINING COUNCILS SUSB CBC & ICBC GAUBC	Ent./Prod./Directors Green/Screening Drama Room
6:00 p.m. – 7:00 p.m.	GROUP DINNER (ALL)	Studio Room
7:00 p.m. – 10:00 p.m.	BARGAINING COUNCILS (continued) SUSBC CBC & ICBC GAUBC	Ent./Prod./Directors Green/Screening Drama Room
10:00 p.m. - until..?	HOSPITALITY	Suite (TBA)

SUNDAY, APRIL 13, 2008

8:30 a.m. – 9:00 a.m.	New Senators Continental Breakfast	Drama Room
9:00 a.m. – until done	UFF SENATE	Ent./Prod./Directors

UNITED FACULTY OF FLORIDA TRAVEL REIMBURSEMENT POLICY

Members shall be reimbursed for expenses for authorized union activities upon submission of a UFF-FEA expense form and appropriate receipts. All expenses must be submitted within 60 days from the date of the meeting in order to be reimbursed. The meeting or function attended should be clearly identified.

Expenses of official guests at statewide UFF meetings and committees shall be paid only when they have been authorized in advance by the UFF President or Executive Director.

◆ **LODGING**

Hotel charges are limited to one half the double occupancy room rate and tax. Personal charges for such items as valet service, beverage, and long distance telephone calls are the individual's responsibility and will not be paid by UFF.

◆ **MEALS**

Meals shall be reimbursed for actual expenses up to a maximum of \$6.00 for breakfast, \$7.50 for lunch, and \$17.50 for dinner, based on the duration of travel. When a group meal is provided, no reimbursement will be paid.

◆ **AUTOMOBILE TRAVEL**

Effective January 1, 2007, members who drive shall be paid mileage at the FEA's rate (currently 48.5 cents per mile). Receipted toll charges will be reimbursed. Meeting participants traveling by car from the same geographical area are encouraged to travel together.

◆ **AIR TRAVEL** (FOR TRAVEL OF MORE THAN 250 MILES)

The immediacy of the meeting and the amount of time spent at the meeting in relation to the amount of time necessary for automobile travel shall be taken into consideration when determining travel by air. Meeting participants who fly are urged to make reservations as early as possible in order to take advantage of the lowest rates. Receipted airport parking charges will be reimbursed.

The President of UFF and any member on full release time shall be reimbursed in accordance with the FEA travel reimbursement policies, except when in attendance at official UFF statewide meetings.

Revised by UFF Senate 09/18/05