



UNITED FACULTY OF FLORIDA

306 East Park Avenue Tallahassee, FL 32301 850-224-8220 Fax 850-222-1767

TO: UFF Senators
UFF Steering Committee
UFF Council of Presidents

FROM: Tom Auxter, President
Ed Mitchell, Executive Director

DATE: December 10, 2008

RE: **UFF Steering Committee/Council of Presidents Meeting –January 31, 2009**
UFF Senate Meeting – January 31-February 1, 2009
Membership Committee – January 30-31, 2009
Distance Learning Task Force – January 30-31, 2009
Nursing Task Force – January 30-31, 2009
Renaissance Orlando Hotel Airport, Orlando, FL

The UFF Steering Committee and Council of Presidents will meet on Saturday, January 31, 2009, from 12:00 noon to 3:00 p.m. (group lunch provided). The UFF Senate will convene at 3:15 p.m. on Saturday, January 31, and adjourn on Sunday, February 1, 2009. All meetings will be held at the Renaissance Orlando Hotel Airport, 5445 Forbes Place, Orlando, FL. Phone: (407) 240-1000. See attached directions.

The Friday night meetings will include:

- Membership Committee – 6:00 p.m. -10:00 p.m.
- Distance Learning Task Force – 6:00 p.m. – 10:00 p.m.
- Nursing Task Force –6:00 p.m. – 10:00 p.m.
- Interviews for UFF Service Unit Director for the South Region – 6:00 p.m. – 10:00 p.m

The Saturday meetings will include:

- Membership Committee – 9:00 a.m. – 12:00 p.m.
- Distance Learning Task Force – 9:00 a.m. – 12:00 p.m.
- Nursing Task Force – 9:00 a.m. – 12:00 p.m.
- Interviews for UFF Service Unit Director for the South Region – 9:00 a.m. – 11:00 a.m.
- Group Lunch – 12:00 p.m. – 1:00 p.m. for Membership Committee/Distance Learning and Nursing Task Force/Steering Committee/Council of Presidents
- Steering Committee and Council of Presidents - 1:15 p.m. – 3:00 p.m.
- Senate – 3:15 p.m. – 5:00 p.m.
- Group Dinner (All) – 6:00 p.m. – 7:00 p.m.
- Bargaining Councils meetings – 5:00 p.m. – 6:00 p.m. and 7:00 p.m. – 10:00 p.m.
- Hospitality – 10:00 p.m. til ?

The Sunday UFF Senate meeting will begin at 9:00 a.m.

If you are a committee or task force member and plan to attend any of the Friday night and Saturday morning meetings, please let Mary Johnson know so we can have a count for all of the activities.

December 10, 2009

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The group rate at the Renaissance is \$109 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 January 6, 2008. Please fax (850) 222-1767 or e-mail (mary.johnson@floridaea.org; or pam.butler@floridaea.org) the attached **ATTENDANCE NOTICE**.

TA:EM:mcj

Enclosures:

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

L:Jan 30-Feb 1-09senatememo

The Steering Committee and Council of Presidents on September 20, 2008 approved to recommend to the January 31-February 1 Senate meeting the following By-Laws change.

UFF BY-Laws

Article VI UFF Senate.

Section 1. The number of senators shall be fixed at one for each 25 members or a major portion thereof for each chapter, including the chapter president, who shall be a senator. The number of senators shall be determined by the membership on file as of January 15. Senators shall be elected by April 15 and shall take office by ~~April~~ September 1 of each year. Every chapter shall have at least two senators regardless of membership.

**UNITED FACULTY OF FLORIDA
STEERING COMMITTEE/COUNCIL OF PRESIDENTS & SENATE MEETINGS
January 30-February 1, 2009
Renaissance Orlando Airport Hotel
Orlando, Florida**

TENTATIVE SCHEDULE

FRIDAY, JANUARY 30, 2009

	MEETING	ROOM
6:00 p.m. – 7:00 p.m.	GROUP DINNER	Milan ABC
7:00 p.m. – 10:00 p.m.	MEMBERSHIP COMMITTEE	Vienna B
7:00 p.m. – 10:00 p.m.	DISTANCE LEARNING TASK FORCE	Florence
7:00 p.m. – 10:00 p.m.	NURSING TASK FORCE	Rome
7:00 p.m. – 10:00 p.m.	INTERVIEWS	Munich

SATURDAY, JANUARY 31, 2009

7:30 a.m. – 9:00 a.m.	BREAKFAST BUFFET FOR COMMITTEES	Vienna A
9:00 a.m. – 12:00 p.m.	MEMBERSHIP COMMITTEE	Vienna B
9:00 a.m. - 12:00 p.m.	DISTANCE LEARNING TASK FORCE	Florence
9:00 a.m. – 12:00 p.m.	NURSING TASK FORCE	Rome
9:00 p.m. – 11:00 p.m.	INTERVIEWS	Munich
12:00 p.m. – 3:00 p.m.	REGISTRATION	Milan Foyer
12:00 p.m. – 1:00 p.m.	LUNCH STEERING COMM. /COUNCIL OF PRES./ MEMBERSHIP COMMITTEE/DISTANCE LEARNING & NURSING TASK FORCES	Milan Foyer
1:15 p.m. – 3:00 p.m.	STEERING COMMITTEE & COUNCIL OF PRESIDENTS	Vienna B
3:15 p.m. – 5:00 p.m.	UFF SENATE	Milan
5:00 p.m. – 6:00 p.m.	BARGAINING COUNCILS SUSB CBC & ICBC GAUBC	Milan Vienna B Munich
6:00 p.m. – 7:00 p.m.	GROUP DINNER (ALL)	Normandy
7:30 p.m. – 10:00 p.m.	BARGAINING COUNCILS (continued) SUSBC CBC & ICBC GAUBC	Milan Vienna B Munich
10:00 p.m. - until..?	HOSPITALITY	Suite

SUNDAY, FEBRUARY 1, 2009

9:00 a.m. – until done	UFF SENATE	Milan
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**UFF STEERING COMMITTEE/COUNCIL OF PRESIDENTS MEETING
SENATE MEETING
JANUARY 30 –FEBRUARY 1, 2009**

ATTENDANCE NOTICE

NAME: _____ **CHAPTER:** _____

HOTEL INFORMATION: Renaissance Orlando Hotel Airport
5445 Forbes Place
Orlando, FL 32812
(407) 240-1000

Arrival Date: Check One	Friday	Saturday
Check in Time: 3 p.m.	January 30 ____	January 31 ____
Departure Date: Check One	Saturday	Sunday
Check out Time: 12 p.m.	January 31 ____	February 1 ____

Type of Room:

- Single* (Not sharing with another UFF member)
____with 2 Double Beds, or ____1 King Bed (Check 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 (Check bed choice)

Smoking ____ **Nonsmoking:** ____ **ADA-accessible room** _____

**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.*

MEETINGS: Membership ____ Distance Learning ____ Nursing Task Force ____

Steering Comm./Council of Presidents _____ Senate _____

MEALS:

____ Friday dinner/Saturday morning breakfast for committee members

____ Saturday lunch for Steering Committee/Council of Presidents/Comm. Members

____ Saturday group dinner _____ Vegetarian

FAX (850) 222-1767 OR E-MAIL THE INFORMATION TO mary.johnson@floridaea.org.

DEADLINE: January 6, 2009.

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 January 31-February 1, 2009 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

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, 2009, members who drive shall be paid mileage at the FEA's rate (55 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 and Adopted by UFF Senate 09/18/05

rev. 12/09/2008

L:/UFFTravelPolicy.doc



RENAISSANCE.
ORLANDO HOTEL
AIRPORT

DIRECTIONS TO THE RENAISSANCE ORLANDO HOTEL – AIRPORT
5445 Forbes Place, Orlando, Florida 32812

▶ Phone: (407) 240-1000 ▶ Fax: 407-240-1005

DIRECTIONS FROM: TAMPA OR WEST OF ORLANDO

Take I-4 East to Exit 72. Exit 72 is the Beeline Expressway; it is also Route 528. The Beeline starts at I-4, so you can only travel east. You will travel approximately 8-10 miles and will pass through two tollbooths. The first toll is .50 cents, the second is .75 cents. After the second toll booth, take the exit for the Orlando International Airport (Exit #11). This exit will make a “Y” and you will need to stay to the left. Follow the sign to 436 north so you do not enter the Airport terminal. At your first traffic light, turn left onto Frontage Road. (You will see us on the left side). Then, make your first right turn into our driveway. We are a 9-story blue & white building.

DIRECTIONS FROM: JACKSONVILLE / NORTH EAST COAST

Take I-95 South to I-4 to Exit 72. Exit 72 is the Beeline Expressway; it is also Route 528. The Beeline starts at I-4, so you can only travel east. You will travel approximately 8-10 miles and will pass through two tollbooths. The first toll is .50 cents, the second is .75 cents. After the second toll booth, take the exit for the Orlando International Airport (Exit #11). This exit will make a “Y” and you will need to stay to the left. Follow the sign to 436 north so you do not enter the Airport terminal. At your first traffic light, turn left onto Frontage Road. (You will see us on the left side). Then, make your first right turn into our driveway. We are a 9-story blue & white building.

DIRECTIONS FROM: MIAMI / SOUTH FLORIDA AREA

Take the Florida Turnpike North to the Orlando International Airport, Exit 254. Once you exit, you will need to get onto the Beeline Expressway; it is also Route 528. You will then travel east approximately 8-10 miles and will pass through two tollbooths. The first toll is .50 cents, the second is .75 cents. After the second toll booth, take the exit for the Orlando International Airport (Exit #11). This exit will make a “Y” and you will need to stay to the left. Follow the sign to 436 north so you do not enter the Airport terminal. At your first traffic light, turn left onto Frontage Road. (You will see us on the left side). Then, make your first right turn into our driveway. We are a 9-story blue & white building.

DIRECTIONS FROM: PENSACOLA / NORTH WEST COAST / GEORGIA

Take I-75 South and pick up the Florida Turnpike South. Exit 254 to the Orlando International Airport. Once you exit, you will need to get onto the Beeline Expressway East; also Route 528. You will travel approximately 5 miles and will pass through two tollbooths. The first toll is .50 cents, the second is .75 cents. After the second toll booth, take the exit for the Orlando International Airport (Exit #11). This exit will make a “Y” and you will need to stay to the left. Follow the sign to 436 north so you do not enter the Airport terminal. At your first traffic light, turn left onto Frontage Road. (You will see us on the left side). Then, make your first right turn into our driveway. We are a 9-story blue & white building.