



TO: UFF Senators  
UFF Steering Committee  
UFF Council of Presidents

FROM: Tom Auxter, President  
Ed Mitchell, Executive Director

DATE: August 10, 2010

RE: **Training Sessions 1 & 2 –September 24, 2010**  
**Training Sessions 3 & 4 – September 25, 2010**  
**UFF Steering Committee/Council of Presidents Meeting –September 25, 2010**  
**UFF Senate Meeting – September 25-26, 2010**  
**Wyndham Tampa Westshore (formerly the Quorum Hotel)**

There will be contract and grievance training sessions on Friday evening and Saturday morning. **Please plan to attend all sessions!**

The UFF Steering Committee and Council of Presidents will meet on Saturday, September 25, 2010, from 12:00 noon to 3:00 p.m. (group lunch provided). The UFF Senate will convene at 3:15 p.m. on Saturday, September 25, and adjourn on Sunday, September 26, 2010. All meetings will be held at the Wyndham Tampa Westshore, 700 N. Westshore Blvd, Tampa, FL. Phone: (813) 289-8200. See attached directions.

The Friday night meetings will include:

- Group Dinner - 6:00 p.m. – 7:00 p.m.
- Training Session 1 – 7:00 p.m. – 8:15 p.m.
- Training Session 2 – 8:30 p.m. – 10:00 p.m.

The Saturday meetings will include:

- Breakfast – 7:30 a.m. - 9:00 a.m.
- Training Session 3 – 9:00 a.m. – 10:15 a.m.
- Training Session 4 – 10:30 a.m. – 12:00 noon
- Group Lunch – 12:00 p.m. – 1:00 p.m. for Training participants, 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.
- Reception – 6:00 p.m. – 6:30 p.m.
- Group Dinner – 6:30 p.m. – 7:30 p.m.
- Bargaining Council meetings – 5:00 p.m. – 6:00 p.m. and 7:30 p.m. – 10:00 p.m.
- Hospitality – 10:00 p.m. til ?

The Sunday morning meeting will begin with breakfast from 7:30 a.m. to 9:00 a.m. and the UFF Senate meeting will begin at 9:00 a.m.

If you are planning to attend all training sessions on Friday night and Saturday morning, please let Mary Johnson know so we can have a count for all of the activities as well as sleeping rooms.

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The group rate at the Wyndham is \$99 per room, plus 12% 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 attached UFF Travel Reimbursement Policy.

**All room reservations must be made through Mary Johnson at the UFF office no later than September 7, 2010.** Please fax (850) 222-1767 or e-mail ([mary.johnson@floridaea.org](mailto:mary.johnson@floridaea.org)) the attached **ATTENDANCE NOTICE**.

TA:EM:mcj

Enclosures:

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

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**UNITED FACULTY OF FLORIDA  
STEERING COMMITTEE/COUNCIL OF PRESIDENTS & SENATE MEETINGS  
September 24-26, 2010  
Wyndham Tampa Westshore, Tampa, Florida**

**SCHEDULE**

| <b><u>FRIDAY, SEPTEMBER 24, 2010</u></b>   | <b>MEETING</b>  | <b>ROOM</b>                             |
|--|---|---|
| 6:00 p.m. – 7:00 p.m.                      | GROUP DINNER  | Princess Palm                           |
| 7:00 p.m. – 8:15 p.m.                      | TRAINING #1   | Royal Palm 1 & 2                        |
| 8:15 p.m. – 8:30 p.m.                      | BREAK   | Royal Palm 1 & 2                        |
| 8:15 p.m. – 10:00 p.m.                     | TRAINING #2   | Royal Palm 1 & 2                        |
| <b><u>SATURDAY, SEPTEMBER 25, 2010</u></b> |   |   |
| 7:30 a.m. – 9:00 a.m.                      | BREAKFAST   | Foyer                                   |
| 9:00 a.m. – 10:15 a.m.                     | TRAINING #3   | Royal Palm 1 & 2                        |
| 10:15 a.m. – 10:30 a.m.                    | BREAK   | Royal Palm 1 & 2                        |
| 10:30 a.m. - 12:00 p.m.                    | TRAINING #4   | Royal Palm 1 & 2                        |
| 12:00 p.m. – 3:00 p.m.                     | REGISTRATION  | Foyer - Royal Palm 3                    |
| 12:00 p.m. – 1:00 p.m.                     | LUNCH<br>STEERING COMM. /COUNCIL OF PRES./<br>TRAINING PARTICIPANTS | Royal Palm 1 & 2                        |
| 1:15 p.m. – 3:00 p.m.                      | STEERING COMMITTEE &<br>COUNCIL OF PRESIDENTS                       | Royal Palm 3                            |
| 3:15 p.m. – 5:00 p.m.                      | UFF SENATE  | Royal Palm 3                            |
| 5:00 p.m. – 6:00 p.m.                      | BARGAINING COUNCILS<br>SUSB<br>CBC & ICBC<br>GAUBC                  | Royal Palm 3<br>Queen Palm<br>King Palm |
| 6:00 p.m. – 6:30 p.m.                      | RECEPTION   | Princess Palm                           |
| 6:30 p.m. – 7:30 p.m.                      | GROUP DINNER  | Princess Palm                           |
| 7:30 p.m. – 10:00 p.m.                     | BARGAINING COUNCILS (continued)<br>SUSBC<br>CBC & ICBC<br>GAUBC     | Royal Palm 3<br>Queen Palm<br>King Palm |
| 10:00 p.m. – until?                        | HOSPITALITY   | Captiva/Sanibel                         |
| <b><u>SUNDAY, SEPTEMBER 26, 2010</u></b>   |   |   |
| 7:30 a.m. – 9:00 p.m.                      | BREAKFAST   | Foyer – Royal Palm 3                    |
| 9:00 a.m. – until done                     | UFF SENATE  | Royal Palm 3                            |

# TRAINING SCHEDULE

## FRIDAY, SEPTEMBER 24, 2010

|                        | <b>MEETING</b>        | <b>ROOM</b>      |
|------------------------|-----------------------|------------------|
| 6:00 p.m. – 7:00 p.m.  | Group Dinner          | Princess Palm    |
| 7:00 p.m. – 8:15 p.m.  | Training #1 - Impasse | Royal Palm 1 & 2 |
| 8:15 p.m. – 8:30 p.m.  | Break                 | Royal Palm 1 & 2 |
| 8:30 p.m. – 10:00 p.m. | Training #2 - ULP     | Royal Palm 1 & 2 |

## SATURDAY, SEPTEMBER 25, 2010

|                         |                           |                  |
|-------------------------|---------------------------|------------------|
| 7:30 a.m. – 9:00 a.m.   | Breakfast                 | Foyer            |
| 9:00 a.m. – 10:15 a.m.  | Training #3 - Arbitration | Royal Palm 1 & 2 |
| 10:15 a.m. – 10:30 a.m. | Break                     | Royal Palm 1 & 2 |
| 10:30 a.m. - 12:00 p.m. | Training #4 - Bargaining  | Royal Palm 1 & 2 |

**UFF STEERING COMMITTEE/COUNCIL OF PRESIDENTS/TRAINEES &  
SENATE MEETING  
SEPTEMBER 24-26, 2010**

**ATTENDANCE NOTICE**

**NAME:** \_\_\_\_\_ **CHAPTER:** \_\_\_\_\_

**HOTEL INFORMATION:** Wyndham Tampa Westshore (formerly the Quorum Hotel)  
700 N. Westshore Blvd., Tampa, FL 33609  
(813) 289-8200

**Arrival Date:** Check One                      **Friday**                      **Saturday**  
Check in Time: 3 p.m.                      **September 24**\_\_\_\_                      **September 25** \_\_\_\_\_

**Departure Date:** Check One                      **Saturday**                      **Sunday**  
Check out Time: 12 p.m.                      **September 25** \_\_\_\_                      **September 26** \_\_\_\_\_

**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)

**This is a Nonsmoking Hotel**                      **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.*



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 September 25-26, 2010 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, 2010, members who drive shall be paid mileage at the FEA's rate (currently .50 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. 01/08/2010P

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