

Minutes

UWF Staff Senate

Meeting

Alumni Room and via Google Meet

University of West Florida

August 13, 2024

The meeting of the UWF Staff Senate was called to order at 1:30 pm by Staff Senate President Ethan Henley.

Attendance was taken by sign-in of Senators and online participants via Google Meet. The following Senators were present:

Patricia Barlow, Nadya Collins, Sierra Ebert, Marisa Elmore, Zachary Farrington, Ann Gilbar, , Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Jenny Makselan, Angie Quenan, Monti Stone, Sandra Taylor, Blythe Webster, Pam Weeks.

Proxy Attendance: N/A.

Absent: Tori Bennett, Stephanie Fenner, Brett Haskell, Heather Seitz.

Guests: Dr. Martha Saunders – University President. Jamie Sprague – Human Resources.

Administrative Reports

1. Executive Report – Dr. Martha Saunders – University President.

- Facilities projects are going well.
- Gateway project is coming along and is anticipated to be completed in September (weather permitting).
- One Southside residence hall has been taken down and the others will be taken down throughout the year.
- Merit raises should have been posted to the last paycheck received.

2. Human Resources – Jamie Sprague

- Reminder to complete Anti-Harassment Associate Training. Employees can view their training deadline date via Scoop in MyUWF.
- Benefits team will be reaching out for volunteers for the Benefits Fair in October.
- Outside Activities Form due to Human Resources by August 15th. All employees are required to submit a form regardless of whether they had an outside activity or not.

- Cognito is sunsetting the At-Risk Training – Affective September 1st the training will be available through Vector Solutions. The name of the training remains the same.
- Early campus closure due to a home football game on September 5th. Non-exempt hourly workers will need to mark Administrative Leave, not holiday hours on their timesheets.
- Supervisor Performance Evaluations due by August 31st.

3. Division of Finance and Administration updates received via email from Vice President Betsy Bowers:

- Two policies are being updated and in the comment period: the Investment Committee (recommended changes by our financial advisor) and the Motorized Cart Safety (formerly Golf Cart and Other Motorized Cart Safety and Risk Management). Regarding motorized cart safety, Facilities Maintenance will take them and surplus the unused cart if a cart is found not to be used and looks like it is in disrepair. Also, as a friendly reminder, please keep your golf carts clean.
- One Regulation is being updated and in the comment period: Micromobility Devices (formerly skateboard and similar device regulation). This update added new types of micromobility devices (bicycles, electric bicycles (e-bikes), push scooters, electric scooters (e-scooters), Segways, mopeds, hoverboards, skateboards, electric skateboards, RipSticks, roller skates, inline skates, and other small, lightweight motorized or nonmotorized wheeled conveyances). This does NOT affect any motorized wheeled device for ADA issues. Also, as part of this update, we are creating a charging station near the library in one of the former dumpster enclosures. It will be completed in October and can charge 12 devices. Users will be asked to provide their locking mechanisms.) More information will be forthcoming as this project nears completion.
- The Gateway entrance construction is nearing its final stages and is weather-dependent and should be completed in September. There will be a couple of days the road will have some lane closures; that will be announced in @ UWF.
- The duck pond area in front of Archaeology (near Campus Drive and University Parkway) will be getting cleaned up so as not to distract from our new gateway entrance.
- Construction on the Goodin addition is slated to be finished in late October with a dedication ceremony the first week of November.
- The Community Garden terrace project is going well, with work being done now on the area west of the staircase.
- Over the summer numerous roofs, HVAC, and switch gear units have been replaced.
- The work on the President's hall has finished.
- The Natatorium (pool) will remain closed until late September or early October. We are awaiting the fabrication of the parts.

- The remaining 14 Southside residence halls will be demolished before June 30, 2025.
- Procurement and Contracts now offers a new KREQ contract search report in Tableau. The report allows faculty and staff to search, in real-time, completed contracts within our KREQ system for the last six years. Search filters are available to narrow the search. A quick start video is available on Understanding the Contracts Dashboard Tableau Report in Confluence.
- Procurement has 3 new employees joining the staff: a contract manager, a senior buyer, and a buyer.
- The bookstore has a new manager, Rachel Leuenrberger. Michelle Bryant is now at another location. If anyone needs assistance, please contact James Adams, Director of Business & Auxiliaries.
- Staff parking decals expire Sept 30th, so you don't need to rush to renew your decal this month.
- Argo Arrival will again feature Popsicles with the Police; they will be in golf carts handing them out.

4. Approval of Minutes and Treasury Report

Motion to approve June Meeting Minutes.

Motion: Sandra Taylor.

Second by: Blythe Webster.

Passed unanimously.

Treasury Report – Treasurer, Brooke Karas, shared there are no updates to the Treasury Report.

5. Supervisor of Elections

- Supervisor of Elections, Sandra Taylor, presented Chip Chism as a new Staff Senator:
 - Chip will be serving the remainder of Alycia Grieco's term: (Chip became Director of Parking & Transportation in 2004).
 - Nomination: Sandra Taylor
 - Second: Sarah Madaris
 - Motion to accept Chip as a Staff Senator: Sierra Ebert
 - Second: Nadya Collins
 - Passed unanimously.
- Supervisor of Elections, Sandra Taylor, shared the new proposed Constituency changes.
 - Motion: Sandra Taylor
 - Second: Sarah Madaris

- Passed unanimously.

6. Committee Reports

- Employee Emergency Fund Committee – Treasurer, Brooke Karas - there is a healthy balance in the account.
- ERAP – Senator at Large, Sierra Ebert - there are no updates; reminder the event will be held on Thursday, April 3, 2025 and location will remain the same.
- Hand to Paw – Blythe Webster – aiming for an event in October this year.
- HolidayFest – Staff Senate President - Ethan Henley - meetings start August 22nd.
- Textbook Scholarship Committee – Sierra Ebert – four summer scholarships were awarded.

7. New Business

- Staff Senate President, Ethan Henley, shared a presentation and reviewed, the roles, responsibilities, and expectations of Staff Senators.
- Reminder: The State of the University Address will be September 26th.

8. Old Business

- N/A

9. Open Forum

- N/A

The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Angie Quenan – Secretary

Staff Senate Executive Board

President- Ethan Henley

Vice President – Zachary Farrington

Supervisor of Elections- Sandra Taylor

Secretary- Angie Quenan

Treasurer- Brooke Karas

Senator at Large- Sierra Ebert

Communications- Marisa Elmore