

Minutes

UWF Staff Senate

Meeting

via Webex

University of West Florida

July 14, 2020

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

Attendance was taken by online participants on Webex. The following Senators were present:

Present: Elizabeth Bennett, Brittany Bezick-Hamel, Sarah Brake, Deborah Cluff, Michael Cochran, Sierra Ebert, Gabriel Esmurdoc, Zachary Farrington, Jennifer Griffin, Alycia Grieco, Tony Hayes, Elaine Henjum, Ethan Henley, Jesse Hoek, Christina Joesph, Brooke Karas, Larry King, Akilah Lewis, Audrey Liss, Jim McMillen, Mike Neff, Angie Quenan, Salina Randall, Michelle Riendeau, Julie Rettig, Leslie Wyrosdick.

Proxy Attendance: N/A

Absent: N/A

Guests: Dr. Martha Saunders – University President, Jeff Comeau-Human Resources, Jamie Sprague-Human Resources

### **Administrative Reports**

1. **Executive Report – Dr. Martha Saunders** Updates for the UWF campus and community were provided by University President Dr. Martha Saunders.
  - We will continue to focus on the University's mission to provide high quality graduate and undergraduate education given the current circumstances.
  - Currently, Fall enrollment looks strong.
  - The Governor has vetoed The Office of Economic Development and Engagement. Employees in that Department have been moved a different position.
  - The Complete Florida Plus Program has also been vetoed by the Governor. Due to the importance of the program in the state of Florida, meetings are being held twice a week with state college representatives and the Chancellor to discuss how to move forward.

## **2. Human Resources – Jeff Comeau**

- The Federal Cares Act has provided relief for those employees who have insurance related qualifying status changes such as a birth of child, adoption, marriage, divorce, etc.
- People First will be sending out information regarding Flexible Spending and Carry Over limit updates.
- Under the Cares Act, over the counter drugs have been reinstated as eligible for reimbursement under healthcare flexible spending account, health savings account, and health reimbursement account.
- For Departments who are not returning OPS employees, a Personnel Action Form should be generated to end that appointment.
- Insurance Open Enrollment will begin around October 1st and end on or about November 11th. There will be a series of webinars during this period for an online benefits fair. Be on the lookout for a list of presentations in August.
- Florida Blue is offering TeleHealth option for contactless appointments with Doctors. Aetna HMO is offering TelaDoc which is a product for contactless appointments.

## **3. Approval of Minutes and Treasury Report**

President McMillen asked Senators to have previously reviewed the June meeting minutes.

June minutes- Motioned by: Julie Rettig

Seconded by: Alycia Grieco

Motion passed unanimously.

## **4. Supervisor of Elections**

## **5. Committee Reports**

- A. Chair opening for the Employee Emergency Fund. Any Senators that are interested in serving as Committee Chair contact Staff Senate President.

## **6. New Business**

### **A. COVID-19 Recovery Status – Jamie Sprague**

- Currently, in Phase 1. With the increase in cases, the Recovery Team's 14-day count has started over and have prolonged moving to the next phase.
- When determining to move the next phase, the Recovery Team looks at the overall number of cases in Florida, the number of cases in Escambia County, positivity rates, and hospital beds in the 3 main hospitals in the county.
- FAQs have been updated. Depending on the answers submitted, employees must contact Human Resources at (850) 474-2694 main number or email: [hr@uwf.edu](mailto:hr@uwf.edu).

## **B. Employee Code of Conduct – Jamie Sprague**

- Regarding Outside Activity Conflict of Interest
- After the Outside Activity Form is submitted, the form is reviewed on a case by case basis to determine if a conflict of interest exists.

## **C. Workforce Sick Leave Pool Committee nominations**

President McMillen asked for a nomination for Pam Newton to serve on the Sick Leave Pool Committee.

Nomination from: Zachary Farrington

Seconded by: Julie Rettig

Motion passed unanimously.

President McMillen asked for a nomination for Brenda Groat to serve on the Sick Leave Pool Committee.

Nomination from: Brittany Hamel

Seconded by: Julie Rettig

President McMillen asked for a nomination for Ginger Brauneis to serve on the Sick Leave Pool Committee.

Nomination: Alycia Grieco

Seconded by: Brittany Hamel

Motion passed unanimously.

President McMillan asked for a nomination for Deborah Cluff to serve on the Sick Leave Pool Committee.

Nomination: Audrey Liss

Seconded by: Alycia Grieco

Motion passed unanimously.

## **Old Business**

None.

## **Open Forum**

The meeting adjourned at 2:43 p.m.

Respectfully submitted,

Angie Quenan, Secretary

**Staff Senate Executive Board**

President- Jim McMillen

Vice President- Vacant

Supervisor of Elections- Tony Hayes

Secretary- Angie Quenan

Treasurer- Michael Cochran

Senator at Large- Alycia Grieco

Communications- Leslie Wyrosdick