

Minutes

UWF Staff Senate

Meeting

Alumni Room and via Google Meet

University of West Florida

October 8, 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, Tori Bennett, Chip Chism, Nadya Collins, Sierra Ebert, Marisa Elmore, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Ethan Henley, Mikey LeFevre, Sarah Madaris, Jenny Makselan, Angie Quenan, Heather Seitz, Monti Stone, Sandra Taylor, Blythe Webster, Pam Weeks.

Proxy Attendance: Valerie Taylor for Brooke Karas.

Absent: Brett Haskell.

Guests: Dr. Jaromy Kuhl – Provost; Tony Lindberg – Human Resources.

## **Administrative Reports**

### **1. Executive Report – Dr. Kuhl**

- Asking for patience as there are several facilities projects underway. The Gateway Project should be completed soon.
- The Gooden Center should be finished soon.
- The pizza hut dorms (Southside Residences) will be demolished beginning at the end of the month.
- Reminder - SACSCOC site visit in February 2025.

### **2. Human Resources – Tony Lindberg.**

- HR has received a lot of inquiries about Time and Leave Reporting. There is now a Time and leave reporting tab on the HR website.
- The Benefits Fair will be on October 22, 2024.
- Open enrollment begins 10/14 through 11/1.
  - i. 10/15, 10/24, and 11/1 – Open enrollment assistance sessions on the main campus.
  - ii. 10/16 & 10/31 - Open enrollment sessions on the Emerald Coast Campus

- iii. Employees NOT making any changes to their benefits do not need to send Confirmation on Statements to Human Resources.

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

Motion to approve October Meeting Minutes.

Motion: Chip Chism.

Second by: Tori Bennett.

Passed unanimously.

Staff Senate President Ethan Henley presented the Treasury Report.

Motion to approve: Sandra Taylor

Second by: Angie Quenan

Passed unanimously.

### **4. Supervisor of Elections**

- Supervisor of Elections, Sandra Taylor, shared there are no new updates.

### **5. Committee Reports**

- Employee Emergency Fund Committee – No updates.
- ERAP – Sierra Ebert shared within the next month planning will begin and a reminder ERAP will be April 3, 2025.
- Hand to Paw – Blythe Webster – adoption event on campus pushed to November; working with the Pensacola Humane Society; there will be a donation box in each building; there is also an Amazon Wishlist.
- HolidayFest – Ethan Henley – preparations underway; event downtown will be held on December 4<sup>th</sup>.
- Textbook Scholarship Committee – Sierra Ebert – 8 scholarships awarded for the fall semester.

### **6. New Business**

- Supervisor of Elections, Sandra Taylor, shared concerns of students not understanding where staff/faculty parking is located around building 79. Senator, Chip Chism, shared flyers/posters have been distributed and Housing & Residence Life has also sent emails to students.

- Senator, Tori Bennett, shared Foundation and Advancement Services will transition to a new financial and constituent database system to streamline operations. During this time, web and BI Reports will be down for 6 weeks beginning October 31<sup>st</sup>.

#### **7. Old Business**

- Staff Senate President, Ethan Henley, reminded Senators of the Staff Senate attendance policy. Senators will need to email Angie or the Staff Senate email account if they are going to miss a meeting. Per the bylaws, 3 unexcused absences could be grounds to leave Staff Senate.

#### **8. Open Forum**

- N/A

The meeting was adjourned at 2:15 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