

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

August 13, 2019

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

Attendance was taken by sign in of Senators. The following Senators were present:

Present: Elizabeth Bennett, Deborah Cluff, Michael Cochran, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Elaine Henjum, Jesse Hoek, Denise Kidd, Larry King, Christy Kolb, Akilah Lewis, Audrey Liss, Jim McMillen, Pam Newton, Angie Quenan, Julie Rettig, Damarcus Smith.

Proxy Attendance: Brenda Groat for Sara Brake.

Absent: Michelle Haynes, April Kocher, Brittany Mixon, Monti Stone

Guests: Dr. Martha Saunders, President; Jeff Comeau, Human Resources

## **1. Administrative Reports**

### **Executive Report – Dr. Martha Saunders**

Enrollment: Fall 2019 Enrollment is up by 10%

Housing: On-campus housing is completely full. It has been shown that students who live on campus tend to perform academically better since more resources are readily available to them.

NCUR 2022 (National Council for Undergraduate Research): UWF has been selected to host the NCUR Conference in 2022. Due to this, we will have an additional 5,000 students and their advisors on campus. The University will be prioritizing various facilities in gearing up for this conference. One of the top priorities will be the renovation for the Field house to ensure we have plenty of space to house multiple presentations and people. Allison Schwartz will be the point person for this event.

Metrics: The University will continue to see a strong emphasis on 4-year graduation rates and retention rates. We are currently at 80% for our APR

First PhD Program: The University is beginning its first PhD program in Intelligence Systems and Robotics. This is the first in the state of Florida and only 4<sup>th</sup> program in the country. The University is partnering with IHMC and has hired a director from Tulane University.

Carry forward money: Legislature is still working on informing the University of how and when we can spend carry forward money.

Advancement: The University Advancement team is beginning its feasibility study for the next capital campaign.

Succession Plans: University is looking at succession plans since top and middle leadership are looking to retire. We are looking to see who to groom for new positions or if we will need do searches for these positions.

## **Human Resources – Jeff Comeau**

Background Screening process will move to a Dynamic Form.

Open Enrollment: October 14- November 1

Employee Benefit Fair: October 22

Be sure to be updating your contact information and emergency contact information in MyUwf.

Performance objectives and evaluations are to be submitted by September 30th. Aiming for 100% compliance this year.

Employee Relations Symposium will take place on October 31st. from 8am-4pm “Cultivating a Culture of Civility” is the theme. This will be open to the public For more information and to register for the event visit: <https://uwf.edu/offices/human-resources/employee-relations-symposium>.

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

President West asked Senators to have previously reviewed the July meeting minutes. Several edits were submitted. Staff Senate was allocated an \$3,000 for a concessions account and \$5,000 in a foundation account. No changes were noted in the Treasury Report other than Staff Senate has been approved for an additional \$3,000 for a concessions account and \$5,000 for foundation.

President West asked for a motion to approve the May minutes with edits and the Treasury Report.

Motioned by: Jim McMillen

Seconded by: Julie Rettig

Motion passed unanimously.

## **3. Supervisor of Elections**

Tony Hayes reviewed senator openings for employee representation and Executive Board openings.

President West asked for a nomination to approve Jim McMillen to serve as the Vice President.

Nomination from: Pam Newton

Seconded by: Julie Rettig

Motion to approve: Alycia Grieco

Seconded by: Keaton West

Motion passed unanimously.

Nomination to appoint Damarcus Smith to serve as senator to replace Megan Veach

Nomination from: Michael Cochran

Seconded by: Audrey Liss

Motion to approve: Alycia Grieco

Seconded by: Angie Quenan

Motion passed unanimously.

Nominations are still being sought for Secretary on E-Board and a replacement senator for Buildings 8, 70 & SBDC.

Angie Quenan will take over all of building 18 now that Michael Krueger is gone.

Akilah Lewis will continue to represent the Tallahassee campus.

#### **4. Committee Reports**

##### **Holiday Fest**

Jesse Hoek and Jim McMillen will serve as co-chairs for this event.

##### **ERAP**

Tony Hayes and Angie Quenan will serve as co-chairs for this event.

##### **Hand to Paw**

Deborah Cluff and Pam Newton will serve as co-chairs for this event.

##### **Textbook Scholarship**

Fall Scholarship application will open September 2, 2019 and close September 6, 2019.

## **5. New Business**

We are looking to find a new partner organization for Holiday-Fest. In the past we have worked with Toys for Tots. Several organizations were mentioned. Senators agreed upon working with 2 organizations: Pace Center for Girls and Gulf Coast Kids House. Jesse Hoek will reach out to the organizations regarding logistics.

Staff Senate Retreat Goal Outcomes:

### 1. Increase outreach and overall awareness of Staff Senate

- email has been sent to HR to have a Staff Senate Senator talk at New Employee Orientation, include new pamphlet, have a request in with SGA to have a senator attend their meeting and vice versa, Staff Senate shirts for senators to wear at events.

### 2. More Influence/Representation & Impact on campus

- SGA, More involvement with Board of Trustees, Looking into representing OPS Staff.

### 3. Recruitment and Retention of Staff Senators

- Making sure senators are not overwhelmed by too many constituents, different events to keep senators on board and engaged.

President West is working on a “Welcome Back” template for senators to send to their constituents for the new school year. Email will include introduction of the senator, important upcoming dates, purpose of Staff Senate, different ways to get involved.

## **6. Old Business**

President West mentioned doing a monthly lunch before Staff Senate meetings on campus and occasionally off campus.

## **7. Open Forum**

President West reminded senators about the President’s Ice Cream Social on August 27, 2019 from 2-3:30 in the Argo Galley.

Argo Arrival begins August 23, 2019

The meeting adjourned at 2:27 p.m.

Respectfully submitted,

Alycia Grieco, Senator at Large

