

Minutes

UWF Staff Senate

Meeting

via Google Meet

University of West Florida

April 8, 2025

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, Sierra Ebert, Marisa Elmore, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Brett Haskell, Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Jenny Makselan, Angie Quenan, Heather Seitz, Megan Veach, Pam Weeks.

Proxy Attendance: N/A

Absent: Nadya Collins; Monti Stone; Sandra Taylor; Blythe Webster.

Guests: Tony Lindberg, Human Resources.

Administrative Reports

1. No Presidential Report

2. Division of Finance and Administration Updates:

- Congratulations on the very successful ERAP ceremony.
- FL DOGE: The Governor implemented Florida DOGE on February 24, 2024, via an Executive Order. FL DOGE is evaluating State Universities first. We have been asked to provide various historical data (e.g., 10 years of financial statements, 6 years of research, 6 years of personnel info (filled/vacant positions), etc.) FL DOGE is a multi-pronged approach to eliminating bureaucratic bloat and modernizing state government.
- Deadlines:
 - Friday, April 25, 2025
 - Purchase Requisitions, non-bid General Revenue, and Carryforward.
 - KREQ deadline to allow for the entire contract routing process to occur and obtain authorized signatures.
 - Sole Source items for more than \$150k
 - June 13, 2025
 - Telecommunications charges
 - Charges for copy machines
 - Departmental charges for postage

- Charges for work orders
- Already past:
 - Feb 14, 2025: Requisitions of \$150k or more requiring a formal proposal
 - Feb 21, 2025: Requisitions of \$150k or more requiring a FORMAL Bid
 - Feb 21, 2025: Facilities Project Requests
- Construction
 - Gateway entrance: Phase II is in the design aspect. We will be doing sidewalk work from the Gateway entrance to the Visitors Center and adjusting the entrance/egress to the parking lot at the Visitors Center.
 - Utility Satellite Plant will be built where Southsides 13, 14, and 15 were. Our goal is to have it completed before the end of 2026. This is a \$20 million project and will also be a teaching space for mechanical and civil engineering students.
 - Building 4 Science Annex The legislature appropriated \$20 million to build a science/engineering building to complement B4. We are in the design phase now. Construction is estimated to be completed in late 2026.
 - Bldg. 80 is being remodeled to house mechanical engineering labs.
 - Southsides Demolition: We have completed the demolition. For the demolished sites, sidewalks will be laid where traffic patterns indicate.
 - Stadium: We are in negotiations with the architectural and construction firms to arrive at a guaranteed maximum price and sign contracts.
- Emergency Management- Doug Hirsh left UWF in March, and Sgt. Chris Hinnant is the Interim Emergency Management Director. Building Emergency Coordinators should have received their vests from Hinnant in the last two weeks. We will be having an upcoming session for BECs and a hurricane kickoff later in the spring. Contact Chris at chinnant@uwf.edu
- Bagelheads: Will open later this month in Argonaut Village
- Banner enhancement: We are now live for Banner Requisitions, Budget Transfers, and Journal Entries. The enhancement entails a new process that has drop-down menus vs. clicking/tabbing through multiple Banner screens.

3. Human Resources – Tony Lindberg.

- Certification programs kick-off again in May.
- Tony is working on getting pet insurance for the university; it has not been solidified and working through the process with Procurement.
- Some of the HR certifications are active now; not all classes offered now but will be offered later this year.

4. Approval of Minutes and Treasury Report

Motion to approve March Meeting Minutes.

Motion: Tori Bennett.

Second by: Sierra Ebert.

Passed unanimously.

Staff Senate Treasurer, Brooke Karas, shared there are no updates this month.

3. Supervisor of Elections

- For the April Staff Senate meeting, the E-Board Slate nominations will be presented for the upcoming academic/fiscal year. There is one position outstanding. E-Board Slate nominations: President: Ethan Henley; Vice President: Zachary Farrington; Supervisor of Elections: Sandra Taylor; Secretary: Angie Quenan; Treasurer: Brooke Karas; Communications Officer: Marisa Elmore.
 - i. Motion to approve the slate presented: Tori Bennett
 - ii. Second by: Chip Chism.
 - iii. Passed unanimously.
- The Senator at Large position is available and to date no one has reached out about interest. Sierra shared information about the position and that the individual serves as a liaison between Staff Senate and E-board. The Senator at Large also helps with group engagement to keep us connected by sending out surveys about ways we want to get together.
- Sandra Taylor (Supervisor of Elections) is also reaching out to Senators that may be rolling off.

4. Committee Reports

- Employee Emergency Fund Committee – Staff Senate Treasurer, Brooke Karas, shared there are no new updates.
- ERAP – Sierra Ebert – it was a great event and glad it went well. Reminder: gift card winners that did not complete the required form to contact Tori Bennett/Development.
- Hand to Paw – Blythe Webster –no updates.
- Holidayfest – Ethan Henley – no updates.
- Textbook Scholarship Committee – Sierra Ebert – no updates.

5. New Business

- a. Juneteenth Event on June 16th from 11am-1pm in the Commons Auditorium.
- b. Founders Week: April 12th through April 17th
- c. Chip Chism shared a reminder that Parking Lot H will be closed April 10th-11th for CAB After Dark

6. Old Business

- a. Argo Pantry Food Fight will be held on April 17th

7. Open Forum

- a. Ethan Henley shared Explore UWF will be held this Saturday. Also to add the freshman application has closed and we have a record number of freshman applications again for the third year in a row.
- b. Sierra also did two truths and a lie for Ann Gilbar and Stephanie Fenner.

Sierra also shared Day of Giving Happy Hour: Alumni, faculty, staff and Argo fans 21+ are invited to O'Riley's Downtown April 17th.

The meeting was adjourned at 2:05 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