

Minutes
UWF Staff Senate
Meeting
Argonaut Athletic Club
University of West Florida
August 14, 2018

The meeting of the UWF Staff Senate was called to order at 1:31 p.m. by Staff Senate President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Devin Blackmarr, Sara Brake, Casey Campbell, Deborah Cluff, Michael Cochran, Alycia Grieco, Ethan Henley, Denise Kidd, Larry King, April Kocher, Akilah Lewis, Audrey Liss, Twana McDaniel, Pamela Newton, Kendra Parson, Angie Quenan, Monti Stone, Megan Veach.

Proxy Attendance: Tina Likovetz for Keaton West. Lynnsey Horton for Brandy Gottlieb.

Senators Michelle Haynes, Elaine Henjum, Michael Krueger, and Kendra Roberts were absent.

Others Attending:

Betsy Bowers, VP for Finance and Administration; Jeff Comeau, Human Resources. Christy Kolb. Tony Hayes. Jim McMillen. Matt McKinney and Jacqueline Brazile from University Commons Events and Reservations.

1. Administrative Reports

Executive Report

Betsy Bowers provided updates from the President and Cabinet.

Enrollment for Fall 2018 looks to be up from Fall 2017. UWF will continue to focus on Metrics 4 (Four-year graduation rate) and 5 (Academic Progress, 2nd year retention with a 2.4 or higher GPA).

UWF has welcomed a new Chief of Police, Marc Cossich, who has hit the ground running and is already submitting suggestions for improving police service for UWF. The BOT committee meetings were held August 13. UWF's Equity Report was presented. Highlights from the report included focusing on enrollment of females and specific ethnic groups. At the three-year mark, UWF has met all goals for equity enrollment. For Athletics Equity, gender equity has continued to be maintained at UWF. For Employment Equity, UWF has spent funds on recruitment and retention of diverse faculty and staff. The report will be presented later this year to the BOG for part of the BOG Florida Equity Report.

****Reminder:** UWF Argo Rally, Athletics Kick-Off event will be August 16 at the Fish House.

Regarding the Triumph Grant Proposal, UWF is awaiting reply from the committee. The Conflict of Interest Form is has been updated after an audit of the process. IT was recommended the multipage document be combined for easier flow. Employees should submit an annual positive confirmation of the request to submit conflict of interest forms. Employees are encouraged to submit any work outside of UWF as well as any relatives who may conduct business with the university if you have an interest in the business. This is not prohibited but must be reported.

Upcoming Events:

August 21—Fall Faculty Forum (9-1) in CFPA Main Stage Theatre; note reception for Faculty on Monday night @5:30-7pm @ Museum of Commerce in West Florida Historic District.

August 22 –UWF Performance Metrics celebration-College of Business 1st Floor (Orientation event occurring in Atrium)

August 21—Argo Arrival Welcome Mat-go to Argo Arrival website

- August 24 New Student Convocation, 2pm Field House
- August 24 Club U-Dub 9pm-midnight Commons Auditorium
- August 25 Wet 'n' Wild 5-8pm Cannon Green
- Aug 26 Beach Bash noo-3pm Pensacola Beach
- Aug 31 PensaCulture 6-10pm (taste of Pensacola local restaurants)

August 24-August 31 Argo Arrival –Staff Opportunity to Volunteer (Signup sheet on Google Drive)

- Volunteer a few hours of your time during normal business hours on Friday, Aug. 24, or the week of Aug. 27-31. Our goal is to welcome students to campus and make the beginning of Fall 2018 semester a great experience. Volunteer opportunities are available in the Building 20 Breezeway, HLS Facility, Visitors Center, Building 18 and the Roaming Information Cart.
- if you have questions contact Tiffany Nisewonger (TNisewonger@uwf.edu or x 2209); as of this morning we still need coverage for several key slots

September 7 ---BEA/Staff Senate BBQ @ 11:30a.m.-1:30a.m. in Conference Center Ballrooms A-C.

Human Resources Report

Jeff Comeau provided updates from HR.

Employees should expect to receive an email from PeopleFirst about updating their password for the new PeopleFirst system. Employees are encouraged to update their login prior to Open Enrollment.

There will be changes to the variety and options for health insurance for employees. Look for Benefits Fair information and there will be a special addition to the service.

Employees are strongly encouraged to plan to attend the Benefits Fair to learn more about these changes.

There will be a new option for healthcare reimbursement which will not be HAS or FSA.

Mark your Calendar: The Benefits Fair at UWF will be Tuesday, October 30, 2018, in the Conference Center. Employees will be receiving material about benefit changes and updates. BE sure to login to your PeopleFirst Account if you want to receive the information by email.

Friday, September 7th is the first class in a Financial Planning Series. (See more information on the Money Matters series posted on the [HR Bulletin](#).)

2. Approval of Minutes

President Blackmarr asked Senators to have previously reviewed the June meeting minutes. No edits were suggested.

President Blackmarr asked for a motion to approve the July Meeting minutes.

Motioned by: Megan Veach
Seconded by: Alycia Grieco
Motion passed unanimously.

3. Treasury Report

Staff Senate Treasurer Michael Cochran displayed changes to the format of the Staff Senate Budget which will make the budget more easily viewable with each month's activity noted.

President Blackmarr asked for a motion to approve the July Treasury Report.

Motioned by: Alycia Grieco
Seconded by: Ethan Henley
Motion passed unanimously.

4. Supervisor of Elections

President Blackmarr reviewed nominations for new senators to serve in open positions. Nominations and Elections were held.

Tony Hayes for Building 36

- Nominated by Sara Brake
- Seconded by Michael Cochran
- Motion to approve: Megan Veach
- Seconded : Pam Newton

- Approved

Christy Kolb for Buildings 37 & 38

- Nominated by Ethan Henley
- Seconded by Alycia Grieco
- Motion to approve: Megan Veach
- Seconded : Audrey Liss
- Approved

Jim McMillen for Downtown Locations (Historic Trust, FPAN, Haas Center)

- Nominated by Larry King
- Seconded by Alycia Grieco
- Motion to approve: Michael Cochran
- Seconded : Megan Veach
- Approved

Vacancy still open for Buildings 4 & 32.

5. Committee Reports

Textbook Scholarship

President Blackmarr reviewed the Textbook Scholarship. The form will be open after drop/add closes for Fall 2018. An Announcement will be in the AtUWF Newsletter. A chair is needed for this committee. Alycia Grieco volunteered to be chair and will work with Deborah Cluff on the Fall 2018 awards review.

Hand to Paw

Devin Blackmarr reminded the group the committee needs a chair. Suggestions from last year are to have one event at the end of the campaign. Chair would be responsible for getting flyers to senators for posting across campus to collect donations. Senators post boxes in buildings. Chair would coordinate with Humane Society for donation of items and end of campaign event. Coordinate volunteers for the event. Collect donated items at event. Post office will collect items from buildings.

Sara Brake provided further information on the timeline for planning for Hand to Paw.

Committee Sign Up

President Blackmarr reviewed the committees and senator responsibility to serve on at least one.

6. New Business

Sara Brake shared the Argo Pantry Adopt a Shelf program. IF Staff senate is interested, we can look into the program. Senator noted the sign up for the program had closed. We will follow up to find if assistance is still needed.

Devin Blackmarr reviewed the upcoming annual United Way donation Drive that will occur on Campus. United Way is looking for UWF employee(s) to help lead the campaign outreach at UWF. Campaign may involve working with other campus entities to follow procedures for donation solicitation on campus.

Ethan Henley reviewed dates for recruitment events to be held at UWF for the coming academic year. (See included handout.) Keep these dates in mind if your department typically participates.

Sara Brake reviewed a possible need for point of order in Staff Senate Proceedings. The Agenda does not align with the order stated in By-Laws. The executive reports are occurring before approval of minutes and treasury report.

Megan Veach moved to edit the existing agenda order.
Seconded by Pam Newton.

Senators debated the motion. Question of whether to edit the agenda or the by-laws is the concern. Senators asked what other campus committees follow for agenda order.

President Blackmarr called for a volunteers for the By-Laws Revision Committee to consider the change. Michael Cochran, Pam Newton, Michael Krueger and Audrey Liss will review the possible change and report back to Staff Senate.

7. Old Business

Fair Labor Standards Act (frequent topic in 2017) – Expect an update in January 2019 on the status of the Act and recommended labor updates. This may affect duties, salaries and staffing. UWF is watching and reviewing and planning for potential changes in 2019.

Devin Blackmarr reminded senators of the BEA/Staff Senate Employee Appreciation Barbeque to be held on Friday, September 7, 2018 from 11:30 am to 1:30 pm in the Conference Center.

Staff were also reminded of the MVRC upcoming barbeque event.

Devin Blackmarr also reviewed the retreat discussion items of the agenda order/by-law update, importance of all senators attending with new senators attending the full day and returning senators attending part of the day.

Senators asked about getting the date for the retreat earlier. President Blackmarr noted the planning for 2019 will start soon so that a date can be announced.

8. Open Forum

Jacqueline Brazile from the Commons Reservations and Events office spoke about the Market Monday events for the year. She provided an overview of events and date for the first Market Monday for Fall 2018: August 27. An additional Market Monday will be held for Fall 2018 and 2 Market Mondays for Spring 2019. Students and staff are encouraged to attend.

President Blackmarr noted with no further business to come before the Staff Senate, the meeting was adjourned.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,
Sara Brake, Staff Senate Secretary