

Minutes  
UWF Staff Senate  
Meeting  
Argonaut Athletic Club  
University of West Florida  
April 10, 2018

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

Attendance was taken by sign in of Senators. The following Senators were present. Lauren Alidor, Devin Blackmarr, April Boyett, Sara Brake, Deborah Cluff, Michael Cochran, Jackie French, Brandy Gottlieb, Lauren Greska, Alycia Grieco, Elaine Henjum, Denise Kidd, Michael Krueger, Akilah Lewis, Twana McDaniel, Kendra Parson, Josie Warren, Keaton West.

Proxy Attendance: John Mobley for Larry King. Carolyn Beamer for Kendra Roberts. Gene Poppell for Megan Veach. Christy Kolb for Genia Taylor.

Senator Casey Campbell was absent.

Others Attending:

Dr. George Ellenberg, Vice Provost; Jamie Sprague, Human Resources; Jeff Comeau, Human Resources. Monti Stone, UWF Police. Robin Zimmern, UWF Foundation.

## **1. Call to Order and Staff Senate President Remarks**

President Blackmarr welcomed all in attendance and announced sign in for visitors requesting to speak during Open Forum.

## **2. Administrative Reports**

### Executive Report

Dr. George Ellenberg provided updates from the President and Cabinet.

Regarding Metrics, two metrics were affected by 2018 Florida Legislation:

Graduation rate is now measured on a four-year scale. Access Rate (percentage of students receiving Pell Grant) has been reconfigured which may lead to UWF losing one point on this metric.

UWF Compliance Officer Matt Packard is reaching out to divisions for compliance partners in each division, asking for the division heads to identify areas of focus.

The UWF P-Card taskforce is reviewing compliance issues and looking at possible software solutions to help with the reduction of paperwork.

UWF is working toward a final contract to be presented to the Board of Trustees. The Graduate School assessment and review was completed by the Council on Graduate Schools. The review focused on how UWF can ramp up Graduate programs and research. UWF expects to receive the report soon.

Dr. Ellenberg reminded Staff Senate of upcoming Founders Week activities including the Opening of the University Park facility which is ready for move in.

Senator Question: Can we expect to hear more on the internal talks on changes in the College of Science and Engineering

Dr. Ellenberg's Reply: Communication will be sent out through the division within a day or two.

#### Founders Week – Day of Giving

Robin Zimmern from the UWF Foundation presented the Day of Giving Platform. The site provides real-time information on donors and dollars. Donors can be viewed by location. The Goal for this event is 500 donors by midnight April 20<sup>th</sup>. There is a pledge for matching donation if UWF has donors from 30 or more US states.

On April 19<sup>th</sup>, the Day of Giving, Staff Senate will assist at the Day of Giving table at the UWF Commons from 11 am to 1 pm. Donations of less than \$10 can be made by cash or check during the tabling event.

Senator Question: Do payroll deductions count toward Day of Giving?

Robin Zimmern Reply: Current payroll deductions are not tracked through the Day of Giving Portal. Donations of \$10 or more can be made through the portal. New deductions recorded on April 19<sup>th</sup> can be manually added to the portal.

Senator Question: Would donations made through Day of Giving count toward Booster Donation amount?

Robin Zimmern Reply: No. Due to changes in the tax laws, Booster giving is changing.

Reminder – Millers Ale House is donating 20% of sales on April 19<sup>th</sup> to UWF.

Robin Zimmern's contact information is [rzimmern@uwf.edu](mailto:rzimmern@uwf.edu) for questions or feedback on Day of Giving.

#### Human Resources Report

Jeff Comeau provided updates from HR.

A TIAA representative will be on campus April 25-27, 2018. New Employee Orientation is being offered. Departments are encouraged to have new employees attend the session.

Staff holds seats on several committees on campus including Sick Leave Pool Committee, Employee Benefits Committee, Program of Incentive for Efficiency, and Educational/Professional Development/Grant-In-Aid Leave Committees.

October 15 through November 2, 2018 are tentative dates for Open Enrollment for 2019 Benefits.

Human Resources will be closed from 8 am to 1:30 pm on April 17 for Day of Service.

HR sent out a Wellness Survey and responses are needed to start the initiative.

Senator Question: Will more information on the service hours maximum of 2 hours be shared for those who are volunteering for Day of Service.

Jamie Sprague Reply: Ben Stubbs is the contact for Day of Service. Information on the hours waiver was in one of the recent emails.

Senator Question: How does someone serve on the Sick Leave Pool Committee?

Jeff Comeau Reply: Staff Senate recommends staff who are members of the Sick Leave Pool to the President for appointment to the committee.

### **3. Approval of Minutes**

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

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

Motioned by: Michael Cochran

Seconded by: Josie Warren

Motion passed unanimously.

### **4. Treasury Report**

Staff Senate Treasurer Michael Cochran noted the budget will be updated once final ERAP receipts are received.

### **5. Supervisor of Elections**

Supervisor of Elections Jackie French noted positions previously open were still vacant. Ms. French also welcomed a visitor from the UWF Police Department who may continue attending Staff Senate meetings.

## **6. Committee Reports**

### Textbook Scholarship – Deb Cluff

Summer awards will be available. The application will be available after Drop/Add for Summer term.

### ERAP – Josie Warren

Positive Feedback has been received so far. The committee faced challenges. Three trophies were broken and have to be replaced for \$131.10. These trophies are not recommended for future awards. Ms. Warren will include the information on these trophies in information passed to the ERAP committee.

Michael Cochran recommended using Carryforward to cover the cost to replace the trophies.

Three door prizes have not been picked up.

Senator Question: Would changing the location be possible?

Jamie Sprague Reply: Looking at the Fieldhouse could be possible based on Fire Marshall review of the space.

Reminder: Complete the ERAP survey. The ERAP committee will meet after the survey is closed to review feedback and report back to Staff Senate.

## **7. New Business**

- a. Sick Leave Pool Committee Openings. Send constituent names who are interested in serving to Devin Blackmarr.
- b. The Employee Emergency Fund chair is stepping down. A new chair and additional member are needed from Staff Senate. Alycia Greico and Lauren Greska are interested in serving on the Committee. The online application for Employee Emergency Fund needs to be updated to DocuSign or Dynamic Form. Devin Blackmarr will follow up with current Employee Emergency Fund members to see if any would like to serve as Chair.
- c. The Staff Senate Retreat will be before the August 2018 meeting.
- d. Discussion was held for having the Retreat in Fort Walton and reserving a department van to transport Main Campus Staff to Fort Walton.
  1. Keaton West Motioned to vote on moving the Retreat to Fort Walton Beach or having the Retreat closer to Main Campus. April Boyett Seconded. No Majority was reached.

2. Senators were asked for suggestions for locations to hold the Retreat. The focus is on New Senators who will begin terms in July 2018.
  3. Michael Cochran moved to table the retreat discussion. Lauren Greska Seconded.  
Point of Order was called on the retreat content. Devin Blackmarr noted the items covered at retreat including by-laws, parliamentary procedure, and team building.
- e. Cab After Dark is in need of volunteers for April 13<sup>th</sup>. Remember portions of Parking Lot H will be blocked off on April 12<sup>th</sup> and 13<sup>th</sup> ahead of the event.

## **8. Old Business**

Founders Week – Senators are reminded to review the event website, specifically the Day of Giving. Volunteers are still needed for Day of Giving Table. Staff Senate will have a social gathering at Millers Ale House at 5:30 pm on April 19.

Remember to follow up on Dependent Verification. Notifications say employees should submit the documentation requested by May 10. If dependents are not confirmed, coverage could lapse.

## **9. Open Forum**

Reminder: May and June Meetings will be in the Argonaut Athletic Club while the Alumni Room is being renovated.

Action Item: Sara Brake is to follow up on the calendar postings for Staff Senate Meetings.

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

The meeting adjourned at 2:36 p.m.

Respectfully submitted,  
Sara Brake, Staff Senate Secretary