

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

December 12, 2018

The meeting of the UWF Staff Senate was called to order at 1:33pm by Staff Senate President Devin Blackmarr.

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

Devin Blackmarr, Sara Brake, Deb Cluff, Michael Cochran, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Michelle Haynes, Elaine Henjum, Larry King, April Kocher, Christy Kolb, Michael Krueger, Akilah Lewis, Audrey Liss, Jim McMillen, Pam Newton, Angie Quenan, Kendra Roberts, Monti Stone, Megan Veach, Keaton West.

Proxy Attendance: none.

Senators Elizabeth Bennett, Ethan Henley, Denise Kidd, and Twana McDaniel were absent.

Others Attending: Jeff Comeau, Jamie Sprague, Amy Newburn, and George Ellenberg.

1. Approval of Minutes

President Blackmarr asked Senators to have previously reviewed the November meeting minutes.

Motioned by: Keaton West

Seconded by: Megan Veach

Motion passed unanimously.

2. Treasury Report

Michael Cochran: not much has changed since November.

Funds for HolidayFest at satellite campuses was allocated. Receipts need to be submitted to Michael Cochran. An emergency Fund request for \$500 was processed.

Ms. Blackmarr asked for a motion to approve the treasury report.

Motioned by: Keaton West

Seconded by: Jim McMillen

Motion passed unanimously.

3. Administrative Reports

Executive Report- George Ellenberg

HolidayFest has 1000 RSVPs.

Dr. Ellenberg thanked Devin Blackmarr for her service keeping President Saunders and the VPs informed.

Commencement will be December 15 with three ceremonies.

Campus had flooding in building 58 during Fall 2018. Remediation and repairs to the affected areas are underway.

UWF Faculty met the 45 day deadline to have textbooks orders submitted ahead of Spring 2019 at 100%.

Dean Tim O'Keefe will be returning to faculty in Summer 2019 in the College of Business. There will be a national search for the COB Dean position, though internal applications are welcome. Dr. O'Keefe will remain as COB Dean through Spring 2019 – look for an update from Academic Affairs about the transition.

UWF has put out a call for two distinguished professors.

Metrics: The Bottom 3 has gone away and schools will now keep their funding but not compete for new money. For the current year, all schools with 50 points or higher from Metrics will keep funding. Next year schools with 70 or higher will be eligible for performance funding. UWF's Metric 10, High Impact Practices was approved by the Board of Governors – All Metric 10 submissions were approved. UWF will now work with the BOG on how High Impact Practices will be tracked. UWF has a good number of high impact practices occurring and Dr. Leduff is working on tracking what is currently done with High impact practices within courses but also working to track other activities. The limit for Metric 10 will be 7 points and will be counted in 2020.

Regarding Block Tuition: SUS has paused the plan and institutions submitted plans for helping students who want to take more than 15 hours per term. The BOG has begun tracking the number of students who are taking more than 15 credit hours per term – this may not be a good number for UWF as a regional institution and UWF has proposed 30 hours per year which would allow summer hours to count toward the annual total of 30 hours. This number would be part of metrics in the future and will be in UWF's annual accountability report.

The Center for Cybersecurity is in the BOG February agenda as a UWF highlight. UWF is hosting a Center for Excellence in Cybersecurity national Conference in 2019.

Human Resources - Jeff Comeau

Reminder: Florida Minimum Wage will go up effective January 1, 2019. This will mostly affect OPS and student positions. Human Resources can provide assistance with updating personnel documentation.

See the December HR Newsletter regarding changes to investment in 403(b) and most 457 plans. Beginning in January 2019, Human Resources will provide information to employees invested in these plans.

Participants in FICA Alternative Plan (OPS or Adjuncts) are in a no activity period through January 2, 2019. Those affected have been notified.

Jeff Comeau reminded senators about the Leave Rollover policy. Annual Leave caps at 352 hours. 285 Employees currently have possible rollover. Employees should file leave reports early if taking leave before the end of 2018.

Reminder, Gabor is holding a special open enrollment for Mass Mutual Whole Life.

4. Supervisor of Elections

Michael Krueger reported one opening for Senator at Tallahassee FLVC.

Krueger opened the floor for Nominations for Staff Senate President to fill the position following Devin Blackmarr's resignation.

Keaton West was nominated for Staff Senate President by Michael Cochran. Megan Veach seconded.

Motion to approve Keaton West as Staff Senate President: Pam Newton

Second: Michael Cochran.

Motion Passed.

Michael Krueger was nominated for Staff Senate Vice President by Keaton West. Michael Cochran seconded.

Motion to approve Michael Krueger as Staff Senate Vice President: Alycia Grieco

Second: Angie Quenan.
Motion Passed.

Tony Hayes was nominated for Staff Senate Supervisor of Elections by Michael Krueger. Pam Newton seconded.
Secretary Brake noted the need to motion to waive one year of service requirement if Tony Hayes is motioned to be approved as Supervisor of Elections.
Jim McMillen motioned to waive the one year service requirement.
Second: Michael Cochran.
Motion to waive Passed.
Alycia Grieco Motioned to approve Tony Hayes as Staff Senate Supervisor of Elections.
Second: Keaton West.
Motion Passed.

Keaton West will represent Buildings 10 and 13 as Senate President.

There is now an opening for Senator for buildings 19, 21, and 22.

Michael Cochran noted the possibility to begin training for the next Treasurer.

5. Committee Reports

Textbook Scholarship will be open for Application January 14-18.

Hand to Paw

There are additional donated items in Building 18. Any late donations can be dropped at a local non-profit for animals.

ERAP

ERAP will meet twice per month January and February and once a week in March through the event date. The Theme needs to be decided. The Search for an MC is on. The Shared files have been unzipped so committee members can review those.

A Jeopardy Theme was suggested.

HolidayFest

Volunteers will handout lanyards with a map and two free drink tickets.

Toys for Tots collected at the event will be brought back to campus. Collecting on campus through December 14th Pick up. Please no beverages in the Children's Museum. Ornament stations will be open with make at event or take home options.

6. New Business

Sara Brake addressed the seat on UWF's Risk and Compliance Council – Sara Brake currently serves as Staff representation. The slot will be open for a staff member for 2019.

Devin Blackmarr provided a note on Graduation – Volunteer opportunities are still available.

Keaton West addressed Bylaw updates. It is recommended to update the bylaws to a 2 year term for senators. Additional items for Bylaws discussion include editing the service requirement for E-board positions from one year as a senator to six months as a senator, The Bylaws revision committee should meet and prepare to present suggestions at the February meeting.

Sara Brake noted there is an opening on the UWF Honorary Awards and Recognition Committee. Deb Cluff volunteered for the roll.

7. Old Business

Sara Brake noted the previous discussion to revise the bylaws for agenda order. We have switched to the correct order on agendas and have made motions to amend the agenda if administrative reports need to speak earlier.

Keaton West suggested the review of bylaws to vote on a possible change at the next meeting.

8. Open Forum

Amy Newburn from the Haas Center presented to the Senate on an initiative underway. The Haas Center is responsible for community engagement and is forming a Speakers Bureau. UWF Faculty and Staff are invited to join. Some compensation may be available based on the expertise and time provided by the group making the request. It is also possible compensation could be deposited to seed or professional development accounts. Please encourage faculty and staff to look into the speakers bureau if they have specific interest or knowledge.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,

Sara Brake, Secretary