

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

February 12, 2019

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

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

Elizabeth Bennett, Sara Brake, Deb Cluff, Michael Cochran, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Michelle Haynes, Elaine Henjum, Ethan Henley, Denise Kidd, Larry King, April Kocher, Akilah Lewis, Audrey Liss, Twana McDaniel, Jim McMillen, Pam Newton, Angie Quenan, Kendra Roberts, Keaton West.

Proxy Attendance: Sabra Cupples for Monti Stone.

Senators Christy Kolb, Michael Krueger, and Megan Veach were absent.

Others Attending: Jeff Comeau, Betsy Bowers, Robin Jones, Julie Rettig, Brittany Mixon, and Thomas Williams.

1. Approval of Minutes and Treasury Report

President West asked Senators to have previously reviewed the December meeting minutes. Secretary Brake went over edits that had been submitted.

President West asked for a motion to approve the December minutes with edits

Motioned by: Alycia Grieco

Seconded by: Jim McMillen

Motion passed unanimously.

No changes were noted for the Treasury Report. Secretary Brake noted future approvals will be done with the minutes.

3. Administrative Reports

Executive Report- Betsy Bowers

Updates for the UWF campus and community were provided by Betsy Bowers.

Regarding previous questions about childcare at UWF: The ERCCD is expanding space by adding additional infant and toddler rooms which will add about 12 spaces to capacity. BEI is exploring the option to open an auxiliary childcare center at UWF.

The College of Business Dean's search process has begun with the creation of a search committee.

Regarding the Southside Residence Hall removals, UWF is researching a source of funding to be able to remove the buildings; there is a high cost associated with removing buildings build during the time the Southside buildings were constructed.

The Campus Master Plan is on hold while campus undergoes a landscape architecture plan that can be worked into the Master Plan.

Parking lot signage for Lots K and A is being updated. Arrows are being repainted in Lots A, J, K, and L. Lots F and Y are being restriped.

Notes on the Campus Power Outage: This was caused by a residential issue outside of the UWF campus. The Outage was about 1.5 hours. UWF was able to activate generators for critical areas.

Staff should have received an email about the upcoming Cost of Living raises.

Kim LeDuff will act as Interim VP for Division of Enrollment and Student Affairs. Shelley Blake, assistant vice president for Budgets and Operational Support, has taken on the responsibility for the primary functions of student financial aid and records, and registration.

Senators asked about updates on additional parking issues, noting seeing a lot of students appeal tickets in Lot A (outside of the gym) for parking in Faculty/Staff parking. Senators also asked about the previous process of painting curbs. Ms. Bowers noted the change to signage was related to the high cost to maintain the painted curbs.

Human Resources - Jeff Comeau

The State of Florida has adoption reimbursement benefits for state employees who adopt. This program is available for retroactive fees as notification of the program benefits was not sent out. If a state employee adopted a child through the State of Florida within the last year, follow up with the state program.

March 1 to June 30 is the period for 9 month faculty to change their pay option if they wish to be paid over 12 months, or if currently being paid over 12 months and wish to change to being paid over 9 months. Eligible Faculty will be notified.

OPS employees covered by the BenCorp Social Security Alternative plan should be aware the plan has a new platform with paper forms converting to online forms and additional services available through the plan. When OPS employees on the BenCorp Plan separate from UWF, additional action will be needed to move the funds from the BenCorp plan. If no action is taken there is a 3% per month fee charged to the account.

Annual leave roll over is now up to date for UWF employees.

HR continues to offer the Retirement Planning Series – more details about available topics are posted in the HR Bulletin.

HR expects to receive further updates on the FLSA from the Department of Labor in or around March 2019, but notes the guidance may be received later.

Mr. Comeau reminded staff about the option for Shared Savings programs, Healthcare Bluebook and Surgery Plus. More information is on the MyBenefits website for State Employees.

Employees utilizing the Employee Tuition Waiver Program are encouraged to review the benefit and contact HR for additional information if needed.

4. Supervisor of Elections

Tony Hayes reported on upcoming openings for Staff Senate Executive board: Secretary, Communications Officer, Treasurer, and Senator at Large terms will end in June 2019. If Senators are interested, they are invited to attend upcoming Executive Board meetings.

Open Senator Positions for FLVC Tallahassee, Buildings 19, 21, 22, and 4 were noted. Possible replacements for these buildings have been contacted.

A constituent Audit will be conducted in the near future. Senators will be asked to confirm the number of employees in the buildings they represent. This is part of the annual review.

5. Committee Reports

Textbook Scholarship awarded five awards for a total of \$384 for Spring 2019.

ERAP

Keaton West noted senators should have received reminders from Michael Krueger about their action items for the upcoming event. Reminder: ERAP will be April 5, 2019 from 9 am to 10:30 am.

6. New Business

Seeing no new business, West moved to Old Business.

7. Old Business

President West wet over previous suggestions to edit the charter and by-laws. Additional notes on suggested changes were made by Senators.

Audrey Liss noted the receipt of a thank you letter from Ronald McDonald House, the recipient of donations for Toys for Tots not picked up in 2018.

8. Open Forum

Labratta Epting review the Healthier U Program. The program is a collaboration between HR, the College of Health and Recreation & Sports Services. Additional Information can be found online at <https://uwf.edu/go/healthier-u/>. The program offers weekly workshops in the classroom and the HLS facility. Incentives are available for participants. The Healthier U Committee meets the second Wednesday each month and is taking feedback and suggestions for consideration.

Robin Jones form the Kugelman Honors Program and Thomas Williams from Families First Network spoke to senators about the partnership between the two programs. UWF Honors will be holding events as part of Child Abuse Prevention Month in April 2019. Mr. Williams reviewed programs available through Families First Network including opportunities for UWF staff to become foster parents. Mr. Williams as available to speak with departments at UWF about these programs and how staff can get involved in the local community.

Secretary Brake noted staff should have received an email about end of year fiscal deadlines.

Senator Grieco noted the upcoming Athletic Sports Schedule. Staff can find out more at goargos.com.

President West reviewed a new activity for Open Forum. And reminder Senators about the Staff Senate Coffee Hour for March 12 8 am to 9 pm at the Argonaut Village Starbucks. Senators are invited to drop in for the event.

The meeting adjourned at 2:32 p.m.

Respectfully submitted,

Sara Brake, Secretary