

Minutes
UWF Staff Senate
Meeting
Argonaut Athletic Club
University of West Florida
May 8, 2018

The meeting of the UWF Staff Senate was called to order at 1:30 p.m. by President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Lauren Alidor, Devin Blackmarr, Sara Brake, Michael Cochran, Brandy Gottlieb, Lauren Greska, Elaine Henjum, Larry King, Michael Krueger, Akilah Lewis, Kendra Parson, Kendra Roberts, Genia Taylor, Keaton West.

Proxy Attendance: Tom Schwingle for Deborah Cluff. Karen Emmons for Alycia Grieco. Jenny Hinely for Megan Veach. Lynnsey Horton for April Kocher. Lauren Alidor for Josie Warren. Devin Blackmarr for Denise Kidd.

Senators Casey Campbell, Jackie French, and Twana McDaniel were absent.

Others Attending:

Dr. George Ellenberg, Vice Provost; Jamie Sprague, Human Resources; Jeff Comeau, Human Resources. Ethan Henley, UWF Admissions.

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.

Spring 2018 semester is closed. Commencement worked well continuing with three ceremonies. He thanked staff who volunteered at Commencement. He also noted the Bay Center security use of metal detectors did cause some delay in getting attendees seated.

Dr. Ellenberg noted that within the next commencement or two, UWF will have its 100,000th graduate and something special may be planned.

Campus stakeholders met recently to work through a hurricane exercise in preparation for the coming hurricane season. Vice Presidents have been asked to

work within their divisions to make sure the list of employees who need access in the event of a storm are updated.

Building 82 suffered a power loss due to the aging campus switchgear, Carryforward funds are being pooled from all areas to go toward deferred maintenance.

UWF received feedback on the Triumph proposal and an addendum to the proposal is to be submitted to Triumph with additional information on the programming to be offered if UWF's Triumph proposal is funded.

UWF's application to host the National Conference for Undergraduate Research (NCUR) is moving forward. Staff may see updates and repairs to the campus appearance as well as a site visit team to assess UWF proposal to host in 2019. Projects to be funded by the Technology Fee for 2018 have been selected.

Civic literacy of college students and alumni is now a goal of the state legislature. Students may satisfy this graduation requirement by taking an approved Social Science course or by passing the new Citizenship test with 60% or better to be published on the Board of Governors Website.

Regarding Metrics, The Board of Governors is not releasing preliminary information. UWF should know its final metric numbers at the June Board of Governors meeting. UWF Institutional Research has been tracking possible metric results to estimate UWF's possible standing.

Parking concerns from staff have been heard and are being reviewed.

The Board of Governors has requested an update to UWF's Master Plan – a normal request every few years.

The Center for Cybersecurity will be moving to Downtown Pensacola in the Suntrust building by the end of 2018 or early 2019. Eman El Sheikh is heading the center.

The Center for Cybersecurity will train all State of Florida agencies for cybersecurity. The proposed Ph.D. in Robotics and Intelligent Systems will be presented at the May BOT Academic Affairs meeting and the June full Board of Trustees meeting as well as the November Board of Governors meeting.

Question from Senator: With the Dining Services transition, is the Galley to be closed for renovations during the summer?

Answer from Dr. Ellenberg: Chick-fil-a is to open in the Galley in Fall.

Human Resources Report

Jeff Comeau provided updates from HR.

The Dependent Eligibility Verification process for insurance benefits is drawing to a close. Documents are due May 10. If no action is taken by the employee to submit the requested documentation, dependents will not have coverage. Employees must use the provided process to submit documentation. There will be a process to add new dependents once the verification period closes.

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

Human Resources has a new staff member, Andrea Case, who will be working on new employee processing.

Mr. Comeau also noted the availability of training opportunities about the employee hiring process including information on background checks, the role of veteran's preference and composing job descriptions and postings. Employees are encouraged to attend these trainings periodically as processes are updated.

Senator Question: When will Employee Evaluations be open?

Mr. Comeau Reply: July 1st is the open date.

Staff Senate thanked MR Comeau for the information on employee evaluations so staff can prepare for the process.

3. Approval of Minutes

Staff Senate Secretary Sara Brake noted an amendment was submitted for the March meeting minutes previously approved at the April Staff Senate Meeting.

Senator Brake moved the amendment be approved as submitted.

Senator Michael Cochran seconded.

The amendment passed by unanimous vote.

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

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

Motioned by: Michael Cochran

Seconded by: Genia Taylor

Motion passed unanimously.

4. Treasury Report

Staff Senate Treasurer Michael Cochran noted the budget was still waiting on end of year updates.

Senator Blackmarr noted the final expenses for ERAP had been submitted.

Senator Cochran noted the rise in costs for the annual ERAP event and the plan to request an increase in funds for the event for 2019.

Senator Blackmarr noted the invoice for the replacement trophies had been submitted. Senator Cochran noted those expenses over the ERAP budget were being covered by the President's Office.

5. Supervisor of Elections

Senate President Blackmarr provided updates on status of senator openings. Supervisor of Elections Jackie French is working on updating building representation.

Senator French's term as Supervisor of Elections will end in June 2018. Senator Michael Krueger was nominated to fill the Supervisor of Elections opening on the Staff Senate executive board.

A senator asked about representation for the new building, University Park Center, Building 234. It was suggested Alycia Grieco continue to represent the staff from her area who moved to building 234.

Action Item: Supervisor of Elections Follow up with Senator Grieco regarding this question.

Also regarding building 234, there are issues with access to the building. It is locked from 5 pm to 7:30 am nightly.

Senator Keaton West reminded senators to pull the employee report from information navigator to keep an updated list of constituents with recent and upcoming departmental moves.

6. Committee Reports

University Risk and Compliance Council – Sara Brake

Senator Brake will provide further information on the Risk Heat Matrix and request feedback from Senators.

7. New Business

None noted.

8. Old Business

- a. Sick Leave Pool Committee has openings. Names of employees interested in serving on the committee are to be sent to the President by Senator Blackmarr for review and approval. The nominated staff are: Kilty Spoke, Brenda Groat, Bernita Bryant, and Pam Newton.
- b. The Employee Emergency Fund Committee needs a chairperson. Akilah Lewis was nominated to be chair and accepted the nomination. The Application for the employee emergency funding needs updating. Sara Brake suggested a transition to a Dynamic Form.

Action Item: Senator Brake to work on converting the application to a Dynamic Form.

Brandy Gottlieb volunteered to join the Employee Emergency Fund Committee.

Lauren Greska motioned to approve Akilah Lewis as chair of the Employee Emergency Fund Committee and approve Brandy Gottlieb as a new member. Keaton West Seconded.

Both Senators were approved for the motioned roles.

- c. Senator Blackmarr asked for feedback on Founders Week. Senators made several comments:

The Community reaction to the marketing campaign was positive.

Senators asked if there would be a way to not overlap Founders Week events with other major campus events.

Information on Founders Week with more advanced notice was requested.

There was a lack of participation from the campus community for the Miller's Ale House fundraiser on the Day of Giving. Miller's was ready and excited to host.

There was a lack of promotion and information about the opportunity.

Regarding Day of Service, staff would like to see more opportunities to volunteer throughout the week.

Senators suggested connecting the Day of Giving with the Student Scholar Symposium with intentional goals to meet the funding potential.

Overall, there appeared to be a lack of communication about Founders Week events and information was not being shared across departments.

Senators suggested an improved campus calendar might remedy the event overlap issues.

Senators asked for information on Day of Service. Senator West noted 204 volunteers were signed up.

9. Open Forum

Senator West noted Homecoming dates for 2018 will be October 8 through 13.

Senator Blackmarr asked for feedback on the Staff Senate Retreat looking at possible dates the end of July or early August. Senator West suggested setting up a skype call in for those senators who cannot attend the retreat in person.

Senator West suggested the idea of planning a staff senate social and asked for volunteers who might be willing to plan an event. Senator Cochran suggested the social be after the retreat. Senator Brake noted the Athletic Kick Off event might be a good time for the Social. Karen Emmons confirmed the Kick Off is scheduled for

August 16th. Senator Lewis suggested a family social such as bowling. Senator Blackmarr asked anyone interested in planning a social for Staff Senate to share information with senators.

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

The meeting adjourned at 2:31 p.m.

Respectfully submitted,
Sara Brake, Staff Senate Secretary