

Minutes

UWF Staff Senate

Meeting

via Google Meet

University of West Florida

December 9, 2025

The meeting of the UWF Staff Senate was called to order at 1:30 pm by Staff Senate President Ethan Henley.

Attendance was taken by sign-in of Senators and online participants via Google Meet. The following Senators were present:

Olivia Ashcraft, Chip Chism, Nadya Collins, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Brett Haskell, Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Alex Miller, Keyaundra Mobley, Billy Nelson, Angie Quenan, Monti Stone, Megan Veach, Pam Weeks, Ivan Zarate Rosas.

Proxy Attendance: N/A

Absent: Marisa Elmore; Sandra Taylor.

Guests: Dr. Clifford Humphrey – Chief of Staff; Jamie Sprague – Senior Associate Vice President, Chief Human Resources Officer; Cheryl Rivenbark – Office Administrator – Controller's Office.

Administrative Reports

A. HR Updates – Jamie Sprague.

- a. Due to the Winter Holiday observed Monday, December 22, 2025, through Friday, January 2, 2026, online timesheets and leave reports for the December 7th through December 20th pay period must be submitted no later than 3:00pm Friday, December 12th and approved no later than 10:00am Monday, December 15th.
- b. All annual leave hours over 352 for all leave accruing employees (480 for Executive Service) will be converted to sick leave starting January 1, 2026. All outstanding timesheets and leave reports through December 31, 2025 should be submitted and approved by Monday, January 5, 2026.
- c. ERAP nominations opened on 12/1/2025 and the deadline to submit a fully complete nomination packet is by 5pm on Friday, January 23, 2026. Any questions about the nomination process reach out to Jack Kolodziejski in HR.
- d. ERAP program will be held on April 1st at 9am. Reminder there are other awards other than the Nautilus Excellence awards; an award for an OPS employee,

newcomer employee, community service, Gabor Award, and Marion Viccars Award. Details about the awards and eligibility can be found on the ERAP website.

2. Approval of Minutes and Treasury Report

a. Approval of November Minutes and Treasury Report -

Motion to approve the November Meeting Minutes - Zachary Farrington

Second by: Pam Weeks.

Passed unanimously.

Staff Senate Treasurer, Brooke Karas, shared \$453.99 was spent on the Fall Textbook Scholarship; \$1,042.58 remaining balance; no other changes.

Motion to approve – Chip Chism

Second by: Billy Nelson.

3. Supervisor of Elections

-No updates.

4. Committee Reports

- Employee Emergency Fund Committee – Staff Senate Treasurer, Brooke Karas, shared there are no updates.
- ERAP – Angie Quenan – reminder nominations are open and encourage Staff Senators to submit a nomination before the winter break; event will be held on April 1st in the Field House; encouraged ERAP committee members to review the spreadsheet and sign up for tasks to complete.
- Hand to Paw –Brett Haskell shared the committee is meeting next month; planning to hold event in mid-March.
- Holidayfest – Ethan Henley – Holidayfest event tomorrow downtown.
- Textbook Scholarship Committee – Chip Chism – 5 scholarships awarded for the fall semester.

5. New Business

- a. Chip Chism – Food for Fines – about \$1,200 cleared in fines and collected about 300 items for the Argo Pantry.

6. Old Business

- a. United Way Campaign will launch January 12th – 31st 2026 (more information to come).

- b. Staff Senate engagement and promotion – Chip Chism- planning on tabling experience next semester in the Commons; more information to come.

7. Open Forum

- a. Chip Chism – engagement activity with Staff Senators.

The meeting was adjourned at 1:48 p.m.

Respectfully submitted,

Angie Quenan – Secretary

Staff Senate Executive Board

President- Ethan Henley

Vice President – Zachary Farrington

Supervisor of Elections- Sandra Taylor

Secretary- Angie Quenan

Treasurer- Brooke Karas

Senator at Large- Chip Chism

Communications- Olivia Ashcraft