

Minutes

UWF Staff Senate

Meeting

via Google Meet

University of West Florida

February 11, 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:

Patricia Barlow, Tori Bennett, Chip Chism, Nadya Collins, Marisa Elmore, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Jenny Makselan, Angie Quenan, Heather Seitz, Monti Stone, Sandra Taylor, Megan Veach, Blythe Webster, Pam Weeks.

Proxy Attendance: N/A

Absent: Sierra Ebert; Brett Haskell.

Guests: Betsy Bowers - Vice President for Finance and Administration; Ginger Brauneis.

1. Administrative Reports

- No Presidential Report.
- No HR updates.
- Division of Finance and Administration Updates:
 1. New Procurement Leadership: Procurement Director, Cassie Boatwright will begin on February 17, 2025. She replaces Christine Miller. Cassie brings a diverse and impressive background in procurement, facilities management, and real estate. She most recently served as the Director of Real Estate and Asset Management for the City of Mobile, where she led teams responsible for maintaining city properties and managing asset acquisition and disposition.
 - i. Cassie has also held leadership roles at Escambia County, Florida, Coastal Alabama Community College, and Pensacola State College, among others. She holds a Bachelor of Science in Construction Engineering and a Master of Science in Public Administration from the University of West Florida, and she holds several certifications, including Certified Government Financial Manager (CGFM) and Florida Certified Contract Manager.

- ii. James Adams will remain Interim Executive Director until June 30, 2025. Monica DiMasi-Valadez will permanently remain as Associate Director.
2. Construction
 - i. Gateway entrance was completed in November 2024; it has the capability to have colored lighting on the stairwell. We will use these colors for federal holidays and significant UWF events (e.g., Homecoming, Commencement). This is Phase I of the Landscape Master Plan. Phase II is in the design aspect. We will be doing sidewalk work from the Gateway entrance to the Visitors Center and adjusting the entrance/egress to the parking lot at the Visitors Center.
 - ii. Sansing Sports Medicine Bldg. 234 Annex was completed and dedicated in November 2024.
 - iii. Utility Satellite Plant The legislature appropriated \$20 million to build a new satellite plant. The exact location is being determined by the Architect and staff. Our goal is to have it completed and online before the end of 2026.
 - iv. Building 4 Science Annex The legislature appropriated \$20 million to build onto B4 (a new building adjacent). We are in the design phase now. Construction is estimated to be completed in late 2026.
 - v. Bldg. 80 is being remodeled to house mechanical engineering labs.
 - vi. Southsides Demolition we have completed the demolition of 13 of the 15 former residence halls. For the demolished sites, sidewalks will be laid where traffic patterns indicate.
 - vii. Stadium: An architectural firm has been selected, and we are working through contract and should begin refining their vision for our football stadium and housing. The goal is to begin on the stadium in 2026.
 - viii. Bldg 37 Triumph funds to remodel the nursing school.
 - ix. New NG generator at WUWF to ensure continuity of operations during a storm/disaster
 - x. Filter replacement at the pool, and leaks repaired
 - xi. Structural repairs in the tower of bldg 82 including replacement of the automated smoke louvers
 - xii. Project Sparkle in preparation for the SACSCOC visit will occur on Wednesday, Feb 19th, etc.) with several buildings/sidewalks being pressure washed and spiffed up (Library, 58C, Conference Center, COB, CFPA, HMCSE (B4), B86, Fieldhouse, etc.) Site Visit is February 24-27th.
 3. Emergency Management: Sacred Heart is having a mock emergency drill on April 9, 2025, and asked for up to 50 UWF students/staff/faculty to participate. We will announce it closer to the event date. Doug Hirsch, Emergency Management Director, is coordinating this.
 4. Bagelheads: Will open later this month in Argonaut Village is Bagelheads who replaced Starbucks.
 5. New Food Option: B58C Market (grab and go) will open tomorrow with a Grand Opening at 10a.m. (Feb 12th)
 6. Post Office: We are now accepting now accepts credit and debit card payments. UPS and Fed Ex shipping will be offered in March.

7. Cycling Event: On Feb 28-March 2, 2025, more than 800 young people 5th -12th grade will be riding bicycles on our trails. This is part of the Gulf Coast Youth Mountain Bike Association, along with the Pensacola Off Roady Cyclist (PORC). We have worked with the association, the county, and FPL to plan for this event. Accordingly, our trails will be closed for those 3 days to accommodate the event.
8. Banner enhancement: We are in the final stages of improving automation on the Banner Requisitions, Budget Transfers, and Journal Entries. We will be rolling out the new process which will have drop-down menus vs. clicking/tapping through multiple Banner screens.
9. Bike Patrol: We have relaunched bike patrol. Presently we have the patrol running from 11:00 a.m. -7:00 pm. Our goal is to extend coverage and hours to enhance safety.

2. Approval of Minutes and Treasury Report

Motion to approve January Meeting Minutes as amended.

Motion: Patricia Barlow

Second by: Megan Veach

Passed unanimously.

Staff Senate Treasurer, Brooke Karas, shared there are no updates to the Treasury Report.

3. Supervisor of Elections

- Sandra Taylor will be sending out emails to Senators to confirm if they will be staying or rolling off their Staff Senate positions. Senators who are in the middle of their term will still receive an email to show they are in the middle of their term and making sure they do not want to end their term. If any Senators would like to end their term, they will need to formally notify in a meeting. Those eligible to renew for another term will also receive an email. Any Senators who are not interested in renewing can suggest a replacement.
- Ethan shared a reminder that nominations for Senators will occur in May and elections will be held in June. For the Executive Board, a slate of potential nominees will be brought forward in April with May elections.

2. Committee Reports

- Employee Emergency Fund Committee – Staff Senate Treasurer, Brooke Karas, shared nothing new to report.
- ERAP – Zachary Farrington shared that he is meeting with Sierra next week to finalize things and everything is on track.
- Hand to Paw – Blythe Webster –nothing to report.
- Holidayfest – Ethan Henley – nothing to report.

- Textbook Scholarship Committee – Patricia Barlow –Committee reviewed seven applications.

3. New Business

- Senator, Pam Weeks, – brought up Amazon package delivery issues and how to resolve packages being delivered to the wrong locations. Discussed various options including having a central drop-off location for package delivery.

4. Old Business

- Ethan - the United Way Campaign concluded last Friday.
- \$14, 209.56 collected via payroll donations for every pay cycle for the next year; \$2,310 one-time donation via credit card; \$1,000 in one-time check donations; \$375 in one-time payroll deduction with a total of \$17,894.56 collected for this year's United Way Campaign.

5. Open Forum

- Supervisor of Elections, Sandra Taylor, shared a reminder that the SACSCOC visit will be later this month:
 - i. 2/24: Emerald Coast campus tour, Navy Federal and IHMC.
 - ii. 2/25: On campus tour (main campus); QEP Presentation
 - iii. 2/26: Interviews with Committee Members
 - iv. 2/27: Exit interview (not on campus)
- Senator, Pam Weeks, reminded everyone the Fire Marshal has started her annual inspections. Reminder about no extension cords; power strips are allowed but must meet UL rating.

The meeting was adjourned at 2:06 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- Sierra Ebert

Communications- Marisa Elmore