

Minutes

UWF Staff Senate

Meeting

via in-person and Google Meet

University of West Florida

January 13, 2026

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, Marisa Elmore, 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, Sandra Taylor, Megan Veach, Pam Weeks, Ivan Zarate Rosas.

Proxy Attendance: N/A

Absent: N/A.

Guests: Jamie Sprague – Senior Associate Vice President, Chief Human Resources Officer; Jack Kolodziejcki – Assistant Director, Employee Relations – Human Resources; Jen Andrews; Kaley Ellison; Lauren Meadors & Mary Fowler – United Way of West Florida.

Administrative Reports

1. HR Updates – Jamie Sprague.

- a. Early payroll processing this Friday due to the Martin Luther King, Jr. holiday on Monday, January 19, 2026. Online timesheets and leave reports for January 4, 2026 through January 17, 2026 pay period must be submitted electronically no later than 3:00 p.m. Thursday, January 15, 2026 and approved no later than 10:00 a.m. Friday, January 16, 2026.
- b. ERAP nominations close on Friday, January 23rd at 5 p.m.; very few nominations received so far; encourage nominations and request to submit before the deadline to allow HR time to review the nomination packet.

2. Guest Speaker – United Way Campaign

- a. United Way Campaign - Lauren Meadors and Mary Kate Fowler shared information about the United Way of West Florida. The United Way of West Florida has 4 main

areas of focus: healthy community, youth opportunity, financial security, and community resilience aid.

- b. The United Way has various resources available to the community including:
 - i. 211 Northwest Florida - 24/7 information and referral service that provides one-stop connections to community resources and services.
 - ii. Veterans support line
 - iii. 988 (Florida lifeline) – free, 24/7, confidential crisis support
 - iv. Volunteer Income Tax Assistance (VITA) program - free tax service.
 - v. Healthy Schools Escambia – efforts to build healthy learning environments by partnering with local schools, families, and community organizations to ensure every child’s physical, emotional, and academic well-being.
 - vi. Stuff the Bus – school supply drive to ensure students in Escambia and Santa Rosa counties are equipped with the tools they need to succeed in the upcoming school year.
- c. The United Way campaign runs Monday, January 12 through Saturday, January 31. Faculty and staff can support our community through a one-time monetary donation or payroll deduction.

3. Approval of Minutes and Treasury Report

- a. Approval of December Minutes and Treasury Report -
 - Motion to approve the December Meeting Minutes – Megan Veach.
 - Second by: Zachary Farrington.
 - Passed unanimously.
- b. Staff Senate Treasurer, Brooke Karas, shared there are no updates.

4. Supervisor of Elections

-Sandra Taylor shared there are no updates.

5. Committee Reports

- a. Employee Emergency Fund Committee – Staff Senate Treasurer, Brooke Karas, shared there are no updates.
- b. ERAP – Sandra Taylor – encouraged nominations; the event will be held on April 1st in the Field House; ERAP committee will be meeting soon.
- c. Hand to Paw –Brett Haskell – had first committee meeting; looking at holding the event during the week of March 23rd; potentially running the campaign in February and having the actual event on campus in March with the Humane Society; looking at having a table for an interactive event; more information to come.
- d. Holidayfest – Ethan Henley –shared a thank you to the volunteers and those who attended the event; will have more updates in August/September.
- e. Textbook Scholarship Committee – Chip Chism – the form for spring opens after drop/add.

6. New Business

- a. Staff Senate Day of Caring – Pam Weeks suggested Staff Senate do a day of caring.

7. Old Business

- a. Encourage ERAP nominations and submitting prior to the deadline.
- b. Staff Senate engagement and promotion – Chip Chism- table booked on February 4th from 11am – 2pm; will talk about Staff Senate and will have some communication outreach.

8. Open Forum

- a. Ethan Henley shared interviewers are still needed for the 2026 President's Scholarship Competition. Competitions on Fridays, February 13, 20 and 27.
- b. Spring It On – Olivia Ashcraft - information about the Spring It On event – similar events to Argo Arrival; welcome new transfer students.
- c. Megan Veach shared that the audio quality is poor for virtual participants.
- d. Olivia Ashcraft also shared Student Engagement is currently collecting nominations for the Student Leadership Awards.
- e. Chip Chism – engagement activity with Staff Senators.

The meeting was adjourned at 2:19 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