

Minutes  
UWF Staff Senate  
Meeting  
Nautilus Chamber, UWF Commons  
University of West Florida  
March 21, 2018

The meeting of the UWF Staff Senate was called to order at 1:32 p.m. by President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Devin Blackmarr, April Boyett, Sara Brake, Deborah Cluff, Michael Cochran, Jackie French, Brandy Gottlieb, Lauren Greska, Alycia Grieco, Elaine Henjum, Denise Kidd, Larry King, Michael Krueger, Akilah Lewis, Twana McDaniel, Keaton West.

Proxy Attendance: Pam Newton for Lauren Alidor. Gabriel Esmurdoc for Kendra Roberts. Geneve Poppell for Megan Veach.

Senators Casey Campbell, Kendra Parson, Genia Taylor, Josie Warren were absent.

Others Attending:

Dr. Kimberly McCorkle, Interim Vice Provost; Jamie Sprague, Human Resources; Jeff Comeau, Human Resources.

## **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**

### Human Resources Report

Jamie Sprague provided follow up from discussions in 2017 on the Fair Labor Standards Act and Department of Labor review of the overtime update and salary threshold, it appears Department of Labor will have a final report in mid to late 2019 or possibly 2020.

Jeff Comeau provided updates from HR.

The Dependent Verification process will be active for UWF employees after March 26. Remember to look for packets from Health Management Systems in the mail.

The PeopleFirst system is closed for updated March 16 through 26, 2018. There is an emergency process in place for birth of a child to be added to insurance.

HR will be posting information on changes to benefits.

Q: Do salaried staff earn comp time for work outside of the normal work day/week?

A: HR noted all exempt employees do not accrue comp time; however, supervisors may work with staff to accommodate flex schedules for employees requiring work outside of normal work hours.

Q: Is dependent verification required for dependents added in 2017?

A: All dependents added before 2018 will need to be verified.

Q: Is verification going to be annual?

A: The verification process is expected for 2018 only to confirm current dependents. Future dependents will be verified upon adding to benefits.

### Executive Report

Dr. Kimberly McCorkle shared administrative updates:

The Legislative Session concluded with no budget reductions to UWF. The PICO [PECO -Public Education Capital Outlay] project for the campus switch gear [\$3.2 million] was not funded. Funds for Archaeology (\$931,439) restored in 2017 after Governor Veto were vetoed for 2018 budget. Carry forward funds were not swept this year by the Legislature. New funding received this year: \$600,000 for Cybersecurity. UWF received \$700K for World Class Faculty and Graduate degree programs.

Carry forward funds were not swept. UWF will be using carry forward monies to construct the switch gear; the design is beginning within the next month.

Metrics- Final scores should be verified at June BOG meeting. The 4-Year grad rate has been updated as part of the metrics - this is good news for UWF. Expect to see initiatives focused on retention and graduation rates for students with GPAs between 2.5 and 3.0. The Board of Governors is setting a new benchmark for the access rate metric.

Founder's Week will be April 16-21 with daily activities. There is a website for the events. Tuesday, April 17, 2018 will be Day of Service. Projects are available for faculty and staff to participate in volunteer and community service projects. The two-hour limit on administrative leave for volunteer work will be waived for that day.

Friday, April 20<sup>th</sup> will be the University Park Center Grand Opening for Athletics, the College of Health and FSU Medicine. Saturday, April 21 will be the Blue and Green Football game.

UWF is going to continue move toward more of a presence in Downtown Pensacola. The Hub for Global Online and the Academic Technology Centers will be moving to space on Garden Street. There is discussion of moving Cybersecurity to downtown office space. The C3D lab is open in the Museum of Commerce. UWF is looking at possible lab space for the Ph.D. Program in Robotics and Intelligent Systems. CANVAS Migration is underway as well as faculty training for the system.

Planning for the Ph.D. program to begin in 2019 is underway with CCRs and the proposal for the Board of Governors being prepared.

Dr. Angela Bryan is the new Director of Institutional Effectiveness in the ASPIRE office.

Dean of Libraries Bob Dugan is planning to retire in summer 2018. A search for new Dean of Libraries is expected to begin in late 2018.

Follow up on Executive Report:

Senators had questions about the switchgear repair and function.

A: The Switchgear helps UWF keep the lights on. There is no option to let the lights go out at UWF. The campus switch gear was ordered prior to the end of the Legislative Session. The update is needed and will be completed.

### **3. Approval of Minutes**

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

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

Motioned by: Michael Cochran

Seconded by: Lauren Greska

Motion passed unanimously.

### **4. Treasury Report**

Staff Senate Treasurer Michael Cochran noted a possible need for updating how funds are requested for holiday celebrations in the future with the move to a HolidayFest event for the Pensacola campuses and wanting to fund celebrations at other campus locations.

Q: Would Staff Senate request more funds for other areas if the funds for the main HolidayFest event were set aside outside of the Staff Senate budget?

A: Funds requested for Holiday Fest were spent. Staff Senate will need to review how the budget for 2018-2019 is requested.

### **5. Supervisor of Elections**

Supervisor of Elections Jackie French reviewed vacant positions and upcoming openings.

Current vacancies for two senators for Building 960 and for Buildings 4 and 36. These positions are confirmed unable to fill from staff within the buildings. Police are still represented by Lauren Greska until the new Chief is hired or a Police staff member is available.

The Supervisor of Elections Executive Board seat will be open at the end of the current term. New term would begin in July 2018.

Continuing Action Item: All Senators rolling off in June 2018 should follow up with their buildings to help find a possible replacement. Nominations for upcoming vacancies for senators and E-Board positions should be submitted to Jackie French before the May 2018 Staff Senate Meeting. Voting for vacancies will take place at the June Meeting.

## **6. Committee Reports**

### Textbook Scholarship – Deb Cluff

The process of review worked well for Spring 2018. Summer scholarships will be offered. The Day of Giving, April 19 during Founder's Week, is an opportunity to encourage colleagues to donate to the fund.

Staff Senate President asked about the chair position for the coming year. Deb Cluff is willing to continue to serve as Textbook Scholarship Committee chair pending approval for continued service as Senator for Emerald Coast Campus.

### ERAP – Sara Brake

Planning going well. Expect to receive final names of Nautilus Excellence Award (NEA) recipients this week. Utilizing some funds from budget to purchase additional items for door prizes. Additional support to prepare for the event and for the day of the event will be greatly appreciated.

Senators discussed the award selection process and questions on decisions if the committee is unable to select. Jamie Sprague noted the process defined for the NEA is the process used to select awardees. (Committee Process is posted at <https://uwf.edu/offices/human-resources/i-am-a/employee/erap/>).

Senators had questions on notification of nominees and winners. HR noted supervisors of recipients are notified so they may encourage awardees to attend the ceremony.

### University Risk and Compliance Council – Sara Brake

There is an updated process on verifying background checks for contractors on campus. General Counsel is working on more stringent language in contracts with

vendors. The new fire marshal is known to be very strict to regulations. The Fire Marshal is making the rounds inspecting all of the campus buildings. Updates are coming on Micropurchases for items such as equipment for funded research. The UWF Integrity Helpline has received 23 reports since its launch in 2017. 17 were referred to HR for follow up. UWF Policies are under review to update language to follow SUS, BOG, State of Florida and Federal updates. Sara Brake will work on the Campus Heat Matrix team to identify recurring and potential risk areas for UWF. This is an annual process.

## **7. New Business**

Staff Senate Secretary Sara Brake reviewed the new form for agenda item submission. The form was sent with the minutes and agenda for this meeting.

Meeting location reminders for April and May: Due to construction in building 12, Staff Senate Meetings are moved to Argonaut Athletic Club, usual day and time. Deb Cluff offered Emerald Coast as a possible alternative meeting locations for future meetings pending verification of date and space availability. Michael Cochran noted he would look into availability to transport staff from Main campus to Emerald Coast if a meeting is scheduled there.

## **8. Old Business**

Secretary Brake reviewed the Supervisor Evaluations Topic from previous meetings. Based on feedback from administration, there is no formal process in place. The question to Staff Senate is would the group like to submit a letter to the Cabinet requesting further review of the topic?

Discussion among senators noted further discussion before issuing a letter. Further feedback from constituents may be needed.

HR noted 360 evaluations are helpful when used, but they are not required at UWF. Perceived lack of consistency in the evaluation process was addressed: While the evaluation process for employees is not mandatory, less than 30 employees were not evaluated in 2017. Employees with outdated or no evaluation are marked as Satisfactory in relation to requirements for bonus or other compensation benefit tied to evaluations.

Jamie Sprague noted the UWF policy on evaluations is up for review and she is available to discuss the topic and possible options for supervisor evaluation with Staff Senate Executive Board.

Sara Brake Motioned to table the discussion of the letter regarding supervisor evaluations in favor of follow up with HR on options and the evaluations policy. Seconded: Michael Cochran

Motion passed.

Action Item: E-Board to set a meeting for future date with Jamie Sprague in HR to further discuss the topic.

Staff Senate will help man the Day of Giving table at the Commons on April 19<sup>th</sup>. Volunteers will be needed from 11 am to 1 pm. Day of Giving will close with a fundraiser opportunity at Miller's Ale House. Staff Senate plans to meet there for a social at 5:30 on April 19<sup>th</sup>; 10% of each check goes back to UWF.

Remember to follow up on Dependent Verification. More information was in recent @UWF newsletter and on the MyBenefits website.

## **9. Open Forum**

Alycia Grieco shared sports event news. The Argonaut baseball and softball teams will be at home this weekend on Saturday and Sunday to take on Alabama Huntsville. Both teams will play double headers Saturday with softball getting us started at 1 p.m. followed by baseball at 2 p.m. Sunday's game starts at 1 p.m. on both fields. Sunday is faculty and staff appreciation day. You and your family get free admission to the game when you show your UWF ID card so come out and enjoy some ball and cheer on the Argos!

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

The meeting adjourned at 2:51 p.m.

Respectfully submitted,  
Sara Brake, Staff Senate Secretary