

Minutes

UWF Staff Senate

Meeting

via Google Meet

University of West Florida

December 12, 2023

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 online participants on Google Meet. The following Senators were present:

Marisa Elmore, Gabriel Esmurdoc, Zachary Farrington; Alycia Grieco, Brett Haskell, Ethan Henley, Deb Hazen, Brooke Karas, Larry King, Angie Quenan, Heather Seitz, Kayla Stanley, Monti Stone, Sandra Taylor, Blythe Webster, Barbara Wells.

Proxy Attendance: N/A.

Absent: Patricia Barlow, Tori Bennett, Sierra Ebert, Stephanie Fenner, Miriam Hoover, Jenny Makselan.

Guests: Dr. Martha Saunders – University President; Jamie Sprague – Human Resources; Betsy Bowers - Vice President for Finance and Administration.

## **Administrative Reports**

### **1. Executive Report – Dr. Saunders and Dr. Liguori.**

- Dr. Judy Neubrandner is an ACE fellow, Dean of Nursing at Illinois State, and will be visiting with UWF for the next few months and monitoring our leadership and ideas.
- Thanks to the volunteers for HolidayFest and graduation.
- Legislature is in the last week of Committee week. Session will begin again on January 9<sup>th</sup>. We are not seeing anything exciting in policy changes as compared to last year when we saw 29 that we had to implement.
- The gateway project will begin over the winter break. The shrubbery that spells out UWF will be replaced with a more permanent structure.
- **From Dr. Liguori:**
- We are finishing up candidate campus visits for the CASSH Dean search.
- The SOE Director search has been suspended in light of new opportunities presented to UWF/SOE. We will instead launch a Dean of SOE search in mid-January with new criteria and expectations aligned with our new opportunities.

- Commencement was a great success. Dr. Liguori shared that he is extremely grateful for all the staff who helped make it a wonderful day for our students and their families.

## **2. Human Resources – Jamie Sprague.**

- Early Payroll Processing: Due to the Winter Break observed Thursday, December 21st through Wednesday, January 3rd, timesheets and leave reports for the December 10th through December 23rd pay period must be submitted no later than 3PM on Wednesday, December 13th and approved no later than 10AM on Thursday, December 14th.
- After payroll runs, HR will be pulling the over 352-hour list. Annual leave over 352 hours will rollover to sick leave effective in January.
- Reminder that ERAP nominations opened December 1<sup>st</sup>.

## **3. Division of Finance and Administration Updates – Vice President Bowers.**

- Construction has started on the Sansing Sports Medicine Center.
- Building 50 is being vacated so renovation can begin.
- Several other projects are going on around campus over winter break.
- Business and Auxiliary area is busy getting ready for spring semester.
- The Controller's Office – Billy Pollard will be leaving the University on January 5<sup>th</sup> and will be a consultant with Higher Education.
- Procurement is busy wrapping up and closing out this calendar year.
- The Police are staying busy. There have been a few bicycle thefts on campus as well as in the downtown Pensacola area.

## **4. Approval of Minutes and Treasury Report**

Correction to November Minutes – Angie Quenan to amend the November Minutes to show Keyaundra Mobley was her Proxy.

Motion to approve November Meeting Minutes as amended.

Motion: Alycia Grieco.

Seconded by: Brooke Karas.

Passed unanimously.

Treasury Report – Treasurer, Brooke Karas, provided there are no new updates to the Treasury Report.

## **5. Supervisor of Elections**

- Supervisor of Elections, Sandra Taylor, provided there are no new updates.

## **6. Committee Reports**

- ERAP – Zachary Farrington - No new updates. Reminder nominations are open.
- Hand to Paw – Blythe Webster - No updates.
- HolidayFest – Staff Senate President, Ethan Henley, shared his appreciation for the event and those who volunteered.
- Staff Senate By-Laws & Charter – Ad Hoc Committee – Sandra Taylor, Committee Chair – the Committee met and reviewed a few items. The Committee is currently working on a redline version and will meet again on Thursday.
- Textbook Scholarship Committee – no updates.

## **7. New Business**

- University Risk Council Committee – Ethan Henley provided updates – the Institution is working on updates to the micro-mobility policies (i.e. scooters, hover boards, etc.) to be used in outside spaces. More information to come.
- The Lightning detection system on campus is being centralized and upgraded to a singular detection system that will be more advanced and accurate.
- Salary threshold for overtime pay – more information forthcoming - Jamie Sprague – HR – The Department of Labor put out a comment period for a new salary threshold. Currently, the salary threshold is \$35,000. The threshold may be moved to \$57,000 but the Department of Labor is saying it may be around \$60,000. All the comments were submitted so now we are waiting on the Department of Labor to read all of the comments and waiting on the final rule but looking at an implementation date by July 1<sup>st</sup>. Jamie has informed Cabinet that she will keep them apprised. When she receives the official salary threshold and data, an analysis will be completed and recommendations made from there. More information to come.

## **8. Old Business**

- The United Way Campaign, which is a collaboration between Staff Senate and Faculty Senate, will launch in January. More information will be sent out soon.

## **9. Open Forum**

- Since Staff Senate has not met in-person since before the pandemic. Staff Senate President, Ethan Henley, asked if any Senators would be interested in meeting in-person once or twice a year.

The meeting was adjourned at 1:54 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