

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

March 10, 2020

The meeting of the UWF Staff Senate was called to order at 1:31pm by Staff Senate President Jim McMillen.

Attendance was taken by sign in of Senators. The following Senators were present:

Present: Elizabeth Bennett, Michael Cochran, Sierra Ebert, Zachary Farrington, Alycia Grieco, Tony Hayes, Elaine Henjum, Ethan Henley, Elaine Henjum, Akilah Lewis, Audrey Liss, Jim McMillen, Mike Neff, Michelle Riendeau, Monti Stone, Jesse Hoek, Julie Rettig.

Proxy Attendance: Stephanie Ellas for Angie Quenan

Absent: Deb Cluff, Larry King, Adriene Lewis, Leslie Wyrosdick

Guests: Betsy Bowers – University Vice President for Finance and Administration; Jeff Comeau-Human Resources; Brooke Karas, Christina Joseph

Administrative Reports

Executive Report – Betsy Bowers

Updates for the UWF campus and community were provided by University Vice President for Finance and Administration, Betsy Bowers.

Betsy Bowers provided an update related to Coronavirus.

- For the most up to date information regarding UWF and the Coronavirus, please visit www.uwf.edu/coronavirus
- Nicole McDonald is the lead contact for the pandemic project in the Environmental Health and Safety department.
- UWF is following the Center for Disease Control and the Florida Department of Health guidelines in regard to Coronavirus.
- The University has come up with a “Covid-19 Team/Taskforce” to meet about different hurdles with covid-19: athletic events, international students, housing, day to day business and operations, etc.

- Faculty and Staff need to work with their supervisor if they feel the need to self-quarantine. If you self-quarantine you will need to take annual or sick leave. Administrative leave will be given if UWF shuts down.
- Faculty have been encouraged to begin teaching their courses online. Faculty is currently working with Global Online to get these classes set up in Canvas.
- You can contact Dora English (denglish@uwf.edu) in Procurement if your department would like to order hand sanitizer. Your department will be back charged for your order.
- UWF has acquired a different type of disinfectant, what we normally use works in ten minutes, the new product can disinfect within two minutes.
- International travel has been strongly discouraged for the time being and will need to be approved by Dr. Saunders. Domestic travel has not been canceled at this time.
- If you suspect a student has Covid-19, please do not send them to Student Health. UWF does not have the resources to test for the virus. Recommend your students to self-quarantine and call the student health center. The student health center has a checklist they can review with the student and give their recommendation on what to do next.
- If students choose to self-quarantine, they need to work with professors about being excused from classes.
- If you need to check-out a laptop you will need to complete the check-out laptop form so the university can track what is being taken off campus.
- University is looking all variables for internships, clinicals, study abroad students, financial aid, athletic spring events, housing and operations.

1. Human Resources – Jeff Comeau

Staff that are nearing and/or planning for retirement should attend the session with Jeff Comeau on March 20, 2020 to go over retaining health insurance after retirement and different cost options.

If you are in charge of hiring paperwork for your department, make sure you are checking HR's website periodically to ensure you have up to date forms- specifically the I-9

Please make sure you are looking/taking advantage of the Shared Savings Program. This is being tracked by the governor. This program was put into place January 1, 2019. This is a voluntary program that is available to you for being enrolled in a State Group Insurance health plan. You can follow this link for more information. <https://uwf.edu/offices/human-resources/i-am-a/employee/benefits/insurance/>. Your Shared Savings plan can also be found in your People First account.

3. Approval of Minutes and Treasury Report

President McMillen asked Senators to have previously reviewed the February meeting minutes. No edits were suggested and there were no changes to the Treasury Report.

Motioned by: Michael Cochran

Seconded by: Elizabeth Bennett

Motion passed unanimously.

4. Supervisor of Elections

16 people reached out to Senator Hayes about being interested in joining Staff Senate.

There was not a quorum in order to vote in new senators. New Senators will be voted on in the April 2020 meeting.

There are still E-Board vacancies for Treasurer and Vice President.

5. Committee Reports

President McMillen provided an update that ERAP will be taking the place of the Holiday Gala as the big committee for senator participation. This committee will require a majority of senators to serve on.

ERAP

Senator Hayes provided an update for ERAP: Stage set-up, room set-up and decorations have been confirmed. Over 30 door prizes have been confirmed.

Awards have been ordered, just waiting on awardees names from HR's selection committee.

Staff Senate is working on a RSVP list for service awards.

Senator Hayes is working with Emcees for the event for the script and wardrobe.

President McMillen asked for senators to be at the event early to help with any last minutes tasks.

New Business

None.

Old Business

President McMillen verified senators were able to pull their OPS constituents. No issues were stated.

Open Forum

None.

The meeting adjourned at 2:26 p.m.

Respectfully submitted,
Alycia Grieco, Senator at Large

Staff Senate Executive Board

President- Jim McMillen

Vice President- Vacant

Supervisor of Elections- Tony Hayes

Secretary- Angie Quenan

Treasurer- Michael Cochran

Senator at Large- Alycia Grieco

Communications- Leslie Wyrosdick