

Minutes

UWF Staff Senate

Meeting

via Webex

University of West Florida

May 12, 2020

The meeting of the UWF Staff Senate was called to order at 1:39pm by Staff Senate President Jim McMillen.

Attendance was taken by online participants on Webex. The following Senators were present:

Present: Elizabeth Bennett, Sarah Brake, Deborah Cluff, Michael Cochran, Sierra Ebert, Zachary Farrington, Alycia Grieco, Tony Hayes, Elaine Henjum, Ethan Henley, Jesse Hoek, Larry King, Akilah Lewis, Audrey Liss, Jim McMillen, Mike Neff, Michelle Riendeau, Julie Rettig, Leslie Wyrosdick.

Proxy Attendance: N/A

Absent: Adriene Lewis, Angie Quenan, Monti Stone

Guests: Dr. Martha Saunders – University President; Jeff Comeau-Human Resources, Jamie Sprague-Human Resources

Administrative Reports

Executive Report – Dr. Martha Saunders

Updates for the UWF campus and community were provided by University President, Dr. Martha Saunders.

Dr. Saunders provided an update related to Coronavirus.

- For the most up to date information regarding UWF and the Coronavirus, please visit www.uwf.edu/coronavirus
- The President's Cabinet is in daily meetings regarding moving forward for Summer and Fall during the Covid-19 Pandemic.
- The University is looking at various options for Faculty and Staff to return to work on campus. Staff should expect to come back in phases and rotations.

- Summer Enrollment- Up 15%. 70% of Summer classes were already online, so making Summer online was not a major change.
- Fall Classes- University is looking at what courses need to be taught Face-to-Face and is encouraging faculty to make their classes a hybrid if possible. There has not been an official determination for all classes.
- The University is awaiting on a blueprint from the Chancellor with guidelines for preparing campus to re-open
- Dr. Saunders encourages Staff to focus on what they enjoy from working home and what has gotten better. Even if it's just an extra cup of coffee in the morning!
- ERAP- Was officially cancelled. Staff should be expecting a PowerPoint that will include the winners.

1. Human Resources – Jeff Comeau

There are committee vacancies in the following: Sick Leave Pool (Must be a member) and Employee Benefits.

Sick Leave Pool criteria- Must be a member of the pool, University Workforce, and must be nominated by Staff Senate.

There is a COVID-19 Leave Pool Donation Plan that is available for employees who wish to donate leave and/or need to request leave. There are currently 102 donators with 7,196 hours. Please follow the following link for more information. <https://uwf.edu/offices/human-resources/>

DSGI has published the Success rate of those viewing the Shared Savings program which Governor DeSantis asked that all employees view. No language saying Required. We are tied for 5th place in SUS at the very low 0.02% rate.

FRS Optional Retirement Plan those who retire may be required to complete the ORP-RETIRE-1 form multiple times. Each time you take lump sum distributions. Systematic distributions (ongoing cyclical distributions) do not normally have to do this.

3. Approval of Minutes and Treasury Report

President McMillen asked Senators to have previously reviewed the March and April meeting minutes. Several edits were suggested and the only change to the Treasury Report is that we are processing a Emergency Employee Assistance application.

March minutes and Treasury report- Motioned by: Alycia Grieco

Seconded by: Sarah Brake

Motion passed unanimously.

April minutes and Treasury report- Motioned by Zachary Farrington

Seconded by: Larry King

Motion passed unanimously.

4. Supervisor of Elections

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

We are voting on 6 new senators to join Staff Senate: Brooke Karas, Brittany Bezick-Hamel, Gabriel Esmurdoc, Salina Randall, Jennifer Griffin, Christina Joseph.

Brooke Karas-

Motion to nominate and approve: Jim McMillen

Second: Alycia Grieco

Brittany Bezick-Hamel-

Motion to nominate and approve: Tony Hayes

Second: Julie Rettig

Ganriel Esmurdoc-

Motion to nominate and approve: Deborah Cluff

Second: Zach Farrington

Salina Randall-

Motion to nominate and approve: Julie Rettig

Second: Alycia Grieco

Jennifer Griffin-

Motion to nominate and approve: Ethan Henley

Second: Larry King

Christina Joseph-

Motion to nominate and approve: Audrey Liss

Second: Larry King

All motions were passed unanimously.

5. Committee Reports

Textbook Scholarship:

Application will be available after the Summer Drop/Add period and will be open for 1 week: May 25, 2020- May 29, 2020.

ERAP

Award recipients will be sent out via PDF from the President's office once it has gone through the rest of the approval process.

Awards will be delivered to Human Resources for recipients to set up a time to pick them up.

There will be no expected funds to be paid for ERAP except for trophies.

Emergency Assistance Fund

Senator Akilah provided an update regarding the Emergency Assistance Fund that is available for university's employees. We have recently approved an application for the amount of \$285.83.

For more information regarding Emergency Assistance Fund, please follow the following link:

<https://uwf.edu/offices/staff-senate/employee-assistance/employee-emergency-fund/>

New Business

None.

Old Business

None.

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