

Minutes

UWF Staff Senate

Meeting

via Google Meet

University of West Florida

November 9, 2021

The meeting of the UWF Staff Senate was called to order at 1:30 pm by Staff Senate President Alycia Grieco.

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

Present: Monica Beck, Tori Bennett, Zachary Farrington, Alycia Grieco, Deborah Cluff, Sierra Ebert, Marisa Elmore, Gabriel Esmurdoc, Jennifer Griffin, Ethan Henley, Christina Joseph, Brooke Karas, Larry King, Jenny Makselan, Jeremy Ochoa, Angie Quenan, Salina Randall, Michelle Riendeau, Heather Seitz, Monti Stone, Blythe Webster, Leslie Wyrosdick.

Proxy Attendance: N/A

Absent: N/A

Guests: Dr. George Ellenberg – University Provost and Jamie Sprague – Human Resources.

### **Administrative Reports**

- 1. Executive Report** – Updates for the UWF campus and community were provided by Dr. George Ellenberg, University Provost.
  - The Board of Governors met last week and have changed two metrics: Metric 1 - employment metric for our students. The salary threshold has been raised from \$25,000 to \$30,000 and the benchmark has been increased to 80%. We should be okay with this metric but we do not track this. This is tracked completely by the BOG. Metric 4, which is the 4-year graduation rate, has also been changed. The benchmark has been changed from 50% to 65%. We do not have formal numbers yet but we are looking at about an 11% increase this year in our 4-year graduation rate; however, with the benchmark increased to 65% we may lose a couple points in the accountability plan.
  - We are working on identifying individuals who are working directly with Federal contracts who may be affected by the vaccine mandate. Please contact Jamie Sprague in HR with any questions.
- 2. Human Resources** – Updates for the UWF campus and community were provided by Christine Dillard, Human Resources.

- If an employee was contacted previously regarding the Federal Executive Order, please contact Jamie Sprague directly in HR.
- Employee Recognition and Awards Programs will be held April 1, 2022 from 9-10:30 in the Conference Center. ERAP nominations will open November 22nd and will be accepted through March 4, 2022. All nominations will be submitted electronically through a Dynamic Form.
- Annual Leave Rollover - the maximum rollover for annual leave accruing employees is 352 hours. Executive Service - annual max equals 480 hours. All annual leave hours over 352 (480 for Executive Service) will be converted to sick leave effective January 1, 2022. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2021 should be submitted and approved prior to Wednesday, December 15, 2021.
- Reminder that all job search documents for PageUp job searches that closed in 2021 (jobs that were withdrawn, cancelled, or resulted in a hire), HR will retain the records for the 4-year period for record retention. Hiring officials are no longer required to retain the documents themselves. The documents can be sent to HR directly at [hr@uwf.edu](mailto:hr@uwf.edu). Any questions about this process please contact Kristin Masson in HR.

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

Staff Senate President asked Senators to have previously reviewed the October meeting minutes.

Motioned by: Brooke Karas.

Seconded by: Tori Bennett.

Motion passed unanimously.

Treasury Report – Treasurer, Brooke Karas, announced there are no new updates for the Treasury Report.

### **4. Supervisor of Elections**

Supervisor of Elections announced we will be voting on Sandra Taylor, from the Department of Government, to become a new Senator.

Motioned by: Christina Joseph.

Seconded by: Tori Bennett.

Motion passed unanimously.

### **5. Committee Reports**

- ERAP – Vice President Henley announced the committee met last week and there are no significant updates.

- Hand to Paw – Emerald Coast campus received 340 lbs. of donations and we are waiting to hear from the Pensacola Humane Society about the Amazon Wishlist from the Pensacola Campus.
- HolidayFest – several options were discussed during the last meeting such as the virtual cookbook, playlist, ornament exchange, and games. The in-person event will be held Thursday, December 9<sup>th</sup> downtown.

## **6. New Business**

- President Grieco announced the December Staff Senate meeting will be cancelled.

## **7. Old Business**

- N/A

## **8. Open Forum**

Zachary Farrington – Staff Senate Survey Review

The meeting adjourned at 2:03 p.m.

Respectfully submitted,

Angie Quenan, Secretary

### **Staff Senate Executive Board**

President- Alycia Grieco

Vice President – Ethan Henley

Supervisor of Elections- Monica Beck

Secretary- Angie Quenan

Treasurer- Brooke Karas

Senator at Large- Zachary Farrington

Communications- Leslie Wyrosdick