

Minutes
UWF Staff Senate
Meeting
UWF Alumni Room, Building 12
University of West Florida
January 9, 2018

The meeting of the UWF Staff Senate was called to order at 1:30 p.m. by President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Lauren Alidor, Devin Blackmarr, April Boyett, Sara Brake, Casey Campbell, Deborah Cluff, Michael Cochran, Jackie French, Brandy Gottlieb, Lauren Greska, Alycia Grieco, Elaine Henjum, Denise Kidd, Larry King, Michael Krueger, Akilah Lewis, Twana McDaniel, Kendra Parson, Kendra Roberts, Genia Taylor, Megan Veach, Josie Warren, Keaton West.

Senators Amy Brewer and Sandy Brewer were absent.

Others Attending:

Dr. George Ellenberg, Provost; Betsy Bowers, Finance and Administration; April Sargent, Human Resources.

1. Call to Order and Staff Senate President Remarks

President Blackmarr welcomed all in attendance.

2. Administrative Reports

Executive Report

Provost Ellenberg shared administrative updates:

For Academic Affairs: The Lab Sciences Building project is underway with a target completion of Summer 2019. Mid-February looks to be the end date of the multiuse Usha Kundu College of Health and Athletics Facility. UWF Day in the Capital is January 17th, with a group of faculty, staff and students going to Tallahassee to represent UWF.

Jaromy Kuhl is Interim Dean for the Graduate School. A consultant will be brought in to review the Graduate School processes and determine best practices. General Education is moving to CASSH after the forming of the Division of Academic Engagement. Block tuition is coming with a prospective start of Fall 2018. Commencement went well with three ceremonies and this model will be used for future commencement dates.

CANVAS migration is underway with many courses launching for fall 2018. The Academic Technology Center is helping faculty transition courses from the D2L system to CANVAS. Once full integration is complete, CANVAS will fully replace D2L. ADA Compliance for online courses is also being reviewed. ITS is assisting on the tech side of the transition.

Plans for 2018: UWF has submitted a proposal for Triumph funds. If the UWF proposal for use of Triumph funds is approved, the city and county have agreed to give UWF the former Tech Park near downtown to house the Innovation Institute as well as space for community and industry partners.

Founders' Week tradition will commence in 2018. The week of April 16th has been designated. Many activities are planned.

The Askew Institute is an initiative under the President's Next Big Thing program and Provost funding for Distinguished Professor. Wade Jeffrey is working on developing opportunities.

Institutional Communication changes in structure were made in hope of better managing university communication and message. Communication to the public is to be handled differently than internal communication. A Student Ad agency is proposed and would be run by student interns to gain work experience and develop a portfolio of work.

A new campus-wide calendar is in the works.

Academic Calendar concerns have been reviewed. Possible adjustments to academic calendar dates would need BOG approval for future years not previously established.

Q: Will CANVAS be called eLearning?

A: No discussion of changing the name of online course system, only the platform.

Final Capital Campaign number was \$64.4 Million.

Q: How is enrollment looking?

A: Flat enrollment with shrinking the freshman class and recruiting higher achieving students.

Finance and Administration Report

Betsy Bowers, Interim Vice President for Finance and Administration, provided updates on activities within that division.

The UWF Bookstore is beginning to organize materials by author name instead of by course number.

The Campus Cat Program has been established with a Foundation account for donations to assist with program needs. More information on the program can be found on the Environmental Health and Safety Website.

The UWFPD ran a program prior to the holidays of handing out candy canes and warnings instead of tickets for traffic violations as a way to encourage following traffic laws on campus. Discussions are underway with Parking Services for a similar program during Finals.

Building Emergency Coordinator Training is set for January 31 from 9:30 am to 11:30 am in the University Conference Center.

Procurement and Contracts will be participating in an event for vendors on February 21, 2018.

Open solicitation is underway for grounds maintenance services.

Student Printing will continue with WEPA for the upcoming academic year.

Any department furniture requests must go to Procurement before purchases are made. Contact Dora English with questions.

In Tax news, moving expenses paid for new employees are now taxable to the employee. Waivers for tuition for employees are not taxable.

The 2018-2023 tax exempt certificate is approved. New tax exempt cards will be going out ahead of March when new P-cards will be sent out.

Faculty/Staff childcare is on the radar but there is no action at this time.

BEI will be meeting February 5, 2018 focusing on new member orientation.

Food Service negotiations are still underway with Aramark. Transition from Chartwells to Aramark is set for May 6, 2018.

BEI is working on leases for the Argonaut Village. Remind staff members to stop by the Argo Spirit Store in Argonaut Village.

The Canoe/Kayak Launch updates are nearly finished.

Any new vendors will need to use the updated 2017 version of the W-9 form on the Procurement website.

Human Resources Report

April Sargent provided updates from HR.

Leave adjustments from the end of 2017 will be made in the next pay period.

Anything over the 352 hours maximum for annual leave will convert to sick leave.

Remember, there will be early payroll processing due to MLK Day.

Be sure to check your deductions in your next paycheck for the benefit changes you may have made during Open Enrollment. Contact HR if there are any issues.

Employee Tuition Waivers should be submitted by the week before start of term to allow time for processing. ERAP nominations are open. 5 pm March 2, 2018 is the deadline for submissions. ERAP Ceremony is Friday, April 5, 2018 in the Conference Center.

Service Awards Points (Cogz) must be activated by March 1st. Labratta Epting is the contact for Cogz/Boost Rewards questions.

Remember UWF offers an Employee Assistance Program as a resource to all employees.

Q: Are supervisors reminded of pending Leave Reports?

A: Standard notifications are sent each pay period.

3. Approval of Minutes

President Blackmarr asked Senators to have previously reviewed the December meeting minutes. Edits were suggested by Devin Blackmarr.

President Blackmarr asked for a motion to approve the December Meeting minutes with the suggested edits.

Motioned by: Lauren Greska

Seconded by: Kendra Roberts

Motion passed unanimously.

4. Treasury Report

Staff Senate Treasurer Michael Cochran noted no updates to the budget since the previous meeting.

Action item: M. Cochran to follow up with Desie Peters on receiving receipts from the remote campuses for their holiday events. Remote Campuses are to send receipts to Desie Peters and copy M. Cochran.

One Emergency Fund request made at the end of 2017 is pending.

5. Supervisor of Elections

Supervisor of Elections Jackie French reviewed updates on vacant positions.

UWFPD asked that the current Senator, Lauren Greska continue to represent them in Staff Senate until the Chief transition is complete. Lauren Greska may move to representing the building represented by Genia Taylor at the end of Genia Taylor's service term. This would call for filling the position for senate currently filled by L. Greska.

Senate position is open for Building 960. Megan Veach may take on representing that building.

Keaton West Motioned that Megan Veach temporarily represent building 960. The motion was seconded by Michael Cochran.

Passed Unanimously.

Action Item: The position will need to be filled at a later date.

Jackie French noted anyone with a term ending in June 2018 should begin looking within their areas for replacement nominees and submit possible replacement names by the April Senate Meeting.

Action Item: Senators with ending terms in June 2018 – submit replacement names to J. French by April Meeting.

Jackie French followed up on the question of administrative support for Staff Senate participation being sent to Deans and Vice Presidents.

D. Blackmarr will follow up with Dr. Saunders. Notice of support was sent and may not have trickled down to supervisors.

Genia Taylor brought the question of a recognition certificate for members departing Staff Senate thanking them for their service and CCing their supervisor.

6. Committee Reports

Textbook Scholarship – Deb Cluff

Application will be open on January 15, 2018. Announcements will be in @UWF next week.

Holiday Gala – Keaton West

Wrap up for the joint planning committee is next week. Thank you to all of those who were able to volunteer. Please provide feedback on the event to Keaton West for sharing with the joint committee.

ERAP

Invitations for planning meetings will be going out soon. There is a question of how awards will change with the new division changes.

Action Item: ERAP follow up with HR on funding and award distribution.

7. Old Business

Sara Brake noted possible openings on the Staff Senate E-Board.

Jackie French followed up on the question of how action items discussed at Staff Senate Meetings are being addressed after meetings.

D. Blackmarr will follow up with Dr. Saunders on executive level questions. Assigned Senators should be following up if they are asked to complete an action item.

D. Blackmarr reminded Senators to send questions or concerns for discussion with Dr. Saunders to D. Blackmarr.

8. Open Forum

Staff Senate President Blackmarr asked for any items.

Jackie French asked for clarification on UWF participation in Capital Day. Michael Krueger asked about volunteer needs for the event. Sara Brake noted previous experience with such events and advanced planning most likely completed with specific departments participating.

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

The meeting adjourned at 3:03 p.m.

Respectfully submitted,
Sara Brake, Staff Senate Secretary