

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

June 11, 2019

The meeting of the UWF Staff Senate was called to order at 1:34pm by Staff Senate Vice President Michael Krueger.

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

Elizabeth Bennett, Sara Brake, Deb Cluff, Michael Cochran, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Elaine Henjum, Jesse Hoek, Denise Kidd, April Kocher, Christy Kolb, Michael Krueger, Akilah Lewis, Audrey Liss, Twana McDaniel, Jim McMillen, Brittany Mixson, Pam Newton, Julie Rettig, Michelle Riendeau, Monte Stone.

Proxy Attendance: Karen Kilpatrick for Angie Quenan.

Senators Ethan Henley, Kendra Roberts, Megan Veach, Keaton were absent.

Others Attending: Jeff Comeau.

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

VP Krueger asked Senators to have previously reviewed the May meeting minutes. One edit was submitted. No changes were noted in the Treasury Report.

VP Krueger asked for a motion to approve the May minutes with edits and the Treasury Report.

Motioned by: Jim McMillen

Seconded by: April Kocher

Motion passed unanimously.

## **2. Administrative Reports**

### **Human Resources - Jeff Comeau**

Jeff Comeau provided updates from Human Resources.

Early Payroll Processing will be used for the July 5 payday.

Performance Evaluations open July 1. They must be completed by September 30. Employees initiate evaluations in PA7. Expect to see changes to the evaluation process in 2020.

PeopleFirst is changing the process for benefit changes such as add/remove dependents. Monday, June 24, 2019 will be the final day to fax documents for benefit changes. After June 24, employees will use the buttons on the PeopleFirst website to send documents or comments related to benefit change.

Regarding the Recruitment/Hiring Process: Remember to scan all documents and submit the Human Resources for hiring records. Hiring process must be documented including noted used to help in decision making.

### **3. Supervisor of Elections**

Tony Hayes reviewed senator openings for employee representation and Executive Board openings.

Nominations are being sought for Secretary and Treasurer positions on E-Board.

Elections for open senator positions were held.

1. Building 18 – Jesse Hoek
  - Nominated by Jim McMillen. Seconded by Michael Cochran.
  - Motion to approve Jesse Hoek made by April Kocher, Seconded by Julie Rettig.
  - Senators Voted to Approve.
2. Downtown Offices – Jim McMillen –
  - Nominated by Michael Cochran. Seconded by Alycia Grieco.
  - Motion to approve Jim McMillen made by Audrey Liss, Seconded by Pam Newton.
  - Senators Voted to Approve.
3. Megan Veach to be voted on at July Meeting to renew representation of buildings.

### **4. Committee Reports**

#### **Textbook Scholarship**

Alycia Grieco provided updates on the Textbook Scholarship. Four awards were made for Summer 2019. Application will open again for Fall 2019.

#### **ERAP**

Michael Krueger confirmed ERAP for 2019 is wrapped.

## **5. New Business**

Michael Cochran reviewed the Staff Senate Budget Request for 2019-2020 including priorities for funding request from the Foundation: 1. Holiday Gala, 2. ERAP, 3. Staff Senate Retreat, 4. Staff Senate Presence and Impact, and 5. Staff Social/Morale event. Michael Cochran requested feedback by June 12. Staff Senate will also request funds from the President. Staff Senate recurring budget use is limited. An Auxiliary Account is to be requested for purchase of other items that cannot be purchased with Staff Senate recurring budget. Concession funds will also be requested for 2019-2020.

## **6. Old Business**

Michael Krueger reminded members of the Staff Senate Retreat. New senators should plan to attend most of the day. Returning senators should plan to attend the afternoon but may attend all day.

The next Staff Senate Social will be June 12 at 8 am at Starbucks at Argonaut Village.

## **7. Open Forum**

April Kocher noted a second Staff Senate Social is set for June 20 at 8 am at Starbucks.

Pam Newton shared the new Nautilus Card design is in use and staff may begin to see these cards. The Nautilus Card office replaces lost or broken Nautilus cards.

Jim McMillen shared a constituent question about funding support to help faculty, staff, and students register for a conference presented by a UWF office/department. Senators shared that SGA may have support for students to attend and Research and Sponsored programs may have funds for staff.

The meeting adjourned at 1:59 p.m.

Respectfully submitted,

Sara Brake, Secretary