

Minutes

UWF Staff Senate

Meeting

Alumni Room

University of West Florida

March 12, 2019

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

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

Sara Brake, Deb Cluff, Michael Cochran, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Michelle Haynes, Elaine Henjum, Ethan Henley, Denise Kidd, Larry King, April Kocher, Christy Kolb, Michael Krueger, Akilah Lewis, Twana McDaniel, Jim McMillen, Brittany Mixon, Pam Newton, Angie Quenan, Julie Rettig, Kendra Roberts, Monte Stone, Megan Veach, Keaton West.

Proxy Attendance: Karen Emmons for Alycia Grieco. Amanda Jengo for Ethan Henley.

Senators Elizabeth Bennett and Audrey Liss were absent.

Others Attending: George Ellenberg, Jeff Comeau, Calvin Qualls.

1. Approval of Minutes and Treasury Report

President West asked Senators to have previously reviewed the February meeting minutes. Secretary Brake went over edits that had been submitted. No changes were noted in the Treasury Report.

President West asked for a motion to approve the February minutes with edits and the Treasury Report.

Motioned by: Megan Veach

Seconded by: Jim McMillen

Motion passed unanimously.

2. Administrative Reports

Executive Report- George Ellenberg

Updates for the UWF campus and community were provided by George Ellenberg.

The Science Annex construction is on schedule with an expected occupancy date in Mid-June.

Registration changes are coming with a university wide scheduling system tying to the registration system to improve classroom scheduling and department events.

Legislative Update: Following six weeks of committee work there has been significant focus on the UCF situation and intense scrutiny on SUS institution funding. It remains to be seen how UCF will be affected (this was from an audit finding of \$34M improper use of funds with four high ranking UCF officials being let go or resigning). It is not yet know if the legislative response will affect UWF.

UWF is responding to all Board of Governors requests and hoping for clarification on use of carryforward funds – statutes are unclear. Legislators are concerned about SUS not spending budget that is allocated.

UWF is holding on the Research Operations building until further guidance is provided.

Regarding Metrics, UWF knows where we stand but not where other SUS stand. Final points will be announced in June.

Metrics to Work On: Enrollment for 4-year institutions - UWF will need to focus on how we can work on this metric in future years. UWF is working on transfer articulation and online graduate programs for working professionals.

2021 will be the Banner Renewal year. ITS is reviewing the needs for Banner and what UWF will look for in the renewal.

The Center for Cybersecurity is now located downtown in the Suntrust Building. The Official opening will be during Founders Week. The Center is also hosting the 2019 Centers of Academic Excellence in Cybersecurity Executive Leadership Forum in April 2019.

NCURR will be held at UWF in 2022. Plans to host Honors students from across the US have begun.

The Ph.D. in Robotics and Intelligent Systems has passed the final hurdle with approval from SACSCOC, having been previously approved by the Board of Governors. Fall 2019 marks the program being open for study.

Senators asked questions about Metrics. George Ellenberg provided clarification.

Transfer graduation rate is not in the Metrics but is in UWF's accountability report. Excess hours could be rolled off the metrics in the future if other criteria are added. Metric 7, Access Rate (percentage of Pell Grant Recipients), may be changed by the legislature to go into effect this year or next year.

The Bottom 3 in Metrics was considered to be no more. The Senate may propose legislation to keep the bottom 3. If Bottom 3 goes away, performance funding would incentivize SUS institutions to

improve. If SUS institutions drop scores two years in a row, there could be a plan for SUS institutions to regain lost funding.

Human Resources - Jeff Comeau

The HR Bulletin provides updates on training programs available. Fair Labor Standards Act, FMLA, Leave of Absence & Effort Reporting is a good training session for those in management roles or those employees handling salary and budgets. The Retirement series continues.

The State of Florida will be sending out surveys to 25,000 state employees to ask for feedback on the State of Florida insurance options.

Some employees may receive a letter from PeopleFirst about an increase in the withdrawal for their optional life insurance following increases in salary with the Cost of Living increase that goes into effect in March.

Jamie Sprague shared updates on the Department of Labor information on the Fair Labor Standards Act. \$35,308 is now the threshold for salaried workers who work more than 40 hours per week. UWF has a salary threshold of \$35,444. There are 37 workforce and 3 OPS employees affected – their roles meet the duties test and Salary threshold. The DOL proposal is in a 90-day comment period. The Final Rule would go into effect January 1, 2020. There were no changes to the duties test.

3. Supervisor of Elections

Tony Hayes reviewed senator openings for employee representation and Executive Board openings. Tony Hayes volunteered to represent Building 4.

Elections for open positions were held.

Nomination of Brittany Mixon for Buildings 21 and 22: Larry King.

Seconded: Jim McMillen.

Motion to approved Britany Mixon: Kendra Roberts

Seconded: Akilah Lewis

Senators voted to approve.

Nomination of Julie Rettig for Buildings 19: April Kocher.

Seconded: Megan Veach.

Motion to approved Julie Rettig: Jim McMillen

Seconded: April Kocher

Senators voted to approve.

Nomination of Angie Quenan for Communications Chair: Kendra Roberts

Seconded: Michael Krueger.

Vote will take place at April meeting.

Motion to approved Tony Hayes to represent Building 4: Michael Cochran

Seconded: Megan Veach

Senators voted to approve.

4. Committee Reports

ERAP

Michael Krueger shared updates on the event. Reminder: ERAP will be April 5, 2019 from 9 am to 10:30 am. Senators were asked to share the request for door prizes. Michael Krueger will send a sample email to senators. Michael Cochran asked about invoices to be paid.

5. New Business

Seeing no new business, West moved to Old Business.

6. Old Business

President West went over previous suggestions to edit the charter and by-laws. Suggested amendments to the By-laws were reviewed. West called for a motion to approve suggested amendments to the By-Laws.

Motion: Megan Veach

Second: Michael Cochran

Senators voted to approve.

Suggested amendments to the Charter were reviewed. West called for a motion to approve suggested amendments to the Charter.

Motion: Jim McMillen

Second: Kendra Roberts

Senators voted to approve pending review of Faculty Senate per university policy on Charter updates.

7. Open Forum

Secretary Brake asked for a reminder on Founders Week. West confirmed Founders Week will be Saturday, April 13 through Friday, April 19, 2019.

Michael Cochran noted he has an upcoming meeting with Anamarie to review the Treasurer role for Staff Senate.

Keaton West thanked Senators who attended the Coffee Meet Up for Senators. West asked for a volunteer to plan a future social for Staff Senate. April Kocher volunteered to work on organizing a social for May 2019.

The meeting adjourned at 2:19 p.m.

Respectfully submitted,

Sara Brake, Secretary