

Minutes  
UWF Staff Senate  
Meeting  
Argonaut Athletic Club  
University of West Florida  
September 11, 2018

The meeting of the UWF Staff Senate was called to order at 1:31 p.m. by Staff Senate President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Devin Blackmarr, Sara Brake, Deborah Cluff, Brandy Gottlieb, Alycia Grieco, Tony Hayes, Ethan Henley, Denise Kidd, Larry King, April Kocher, Christy Kolb, Michael Krueger, Akilah Lewis, Audrey Liss, Twana McDaniel, Jim McMillen, Pamela Newton, Angie Quenan, Kendra Roberts, Monti Stone, Keaton West.

Proxy Attendance: Stephen Stanzi for Elaine Henjum. Jim Hammond for Michael Cochran.

Senators Michelle Haynes, April Kocher, Kendra Parson, and Megan Veach were absent.

Others Attending:

Jamie Sprague and Jeff Comeau, Human Resources. Danielle Relyea, Emerald Coast Campus.

### **1. Approval of Minutes**

President Blackmarr asked Senators to have previously reviewed the August meeting minutes. Edits regarding responsible areas for Jim McMillen were suggested.

President Blackmarr asked for a motion to approve the August Meeting minutes with the noted edits.

Motioned by: Alycia Grieco

Seconded by: Kendra Roberts

Motion passed unanimously.

### **2. Treasury Report**

Staff Senate Budget report was provided by President Blackmarr. Jamie Sprague from HR noted the balance for Staff Senate Salary and Fringe and will follow up on that account for Staff Senate.

President Blackmarr asked for a motion to approve the August Treasury Report.

Motioned by: Alycia Grieco  
Seconded by: Ethan Henley  
Motion passed unanimously.

### **3. Administrative Reports**

#### Human Resources Report

Jeff Comeau provided updates from HR.

Remind employees to attend an upcoming New Employee Orientation. The agenda for orientation has changed with benefits information provided in the first half of the session. The next session is September 12.

Open Enrollment will be October 15 to November 2. The Benefits Fair is October 30<sup>th</sup>. Review benefits information released on October 1 carefully.

Be sure to check your contact information in People First and in the UWF System. The email should be your work email as that email is on file with the employer.

Confirm your home address for receiving the mailed Benefits Guide.

2020 will feature many changes. All employees will select health insurance options in 2020.

For 2019, 3 new options will be available:

1. Health Savings Account for incentive reimbursement.
2. A Healthcare bluebook to compare costs.
3. Surgery Plus – a concierge service to bundle services related to surgery to pre-select the entire service package for surgeries.

Some options in the Bluebook and Surgery Plus qualify for incentive reimbursement which goes to the health savings account.

Employees are encouraged to attend upcoming Money Matters sessions.

Employee evaluations are due October 1, 2018.

The Employee Relations Symposium will be November 16, 2018 from 9 am to 4 pm.

Details are in the recent HR Bulletin.

Jamie Sprague provided an update on the People Admin replacement. There is a delay in the new product which will not go live until January 2019.

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

Supervisor of Elections Michael Krueger thanked senators for their help with the Employee Appreciation Lunch. Krueger also thanked senators who were rolling off their terms of service.

He asked for a proxy for buildings 4 and 32 while a senator is being found. Christy Kolb agreed to be the contact during the search.

#### **4. Committee Reports**

##### Textbook Scholarship

Senator Deb Cluff covered Textbook Scholarship updates. The form is open for Fall 2018 application.

##### Hand to Paw

Senator Kendra Roberts reviewed the process for Hand to Paw initiative. An organization to receive collected items needs to be identified. Volunteers are needed for event day. The Post Office needs to be notified about the collection period. Jim Hammond volunteered to handle social media promotion of the initiative. President Blackmarr asked members of the Hand to Paw Committee to stay after close of the Staff Senate Meeting.

##### HolidayFest

President Blackmarr noted there will be a HolidayFest planning meeting soon. Staff Senators on the Holiday Fest Committee were asked to stay briefly after the close of the Staff Senate meeting.

#### **5. New Business**

Devin Blackmarr reminded Senators of the State of the University Address scheduled for September 28, 2018. If Senators have contributions for the Staff Senate update at the address, please send to Devin Blackmarr by September 17<sup>th</sup>.

#### **6. Old Business**

Devin Blackmarr reminded senators United Way Campaign need for a campus coordinator for UWF. The call for assistance will be shared with Faculty Senate

#### **7. Open Forum**

President Blackmarr noted padfolios are available after the meeting for any new senators who have not yet received their padfolio.

Keaton West noted UWF Homecoming Court nominations are open and close at midnight on September 15<sup>th</sup>.

Jim Hammond suggested reaching out to Dr. Gilliam in the Department of Biology for the United Way Campaign.

Ethan Henley noted Admissions is hiring student admission representatives (STARS) and orientation leaders. The jobs are posted in MyUWF. It was suggested to share the job postings with Jennifer McCall for sharing with academic advisors.

The meeting adjourned at 2:04 p.m.

Respectfully submitted,  
Sara Brake, Staff Senate Secretary