

Minutes
UWF Staff Senate
Meeting
Argonaut Athletic Club
University of West Florida
July 10, 2018

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

Attendance was taken by sign in of Senators. The following Senators were present. Lauren Alidor, Devin Blackmarr, Sara Brake, Deborah Cluff, Michael Cochran, Jacqueline French, Brandy Gottlieb, Alycia Grieco, Lauren Greska, Elaine Henjum, Ethan Henley, Denise Kidd, Larry King, Michael Krueger, Akilah Lewis, Audrey Liss, Twana McDaniel, Pamela Newton, Kendra Parson, Angie Quenan, Kendra Roberts, Monti Stone, Keaton West.

Proxy Attendance: Dara Cuppley for Jackie French.

Senators Casey Campbell, Michelle Haynes, Michelle Kocher, and Megan Veach were absent.

Others Attending:

Dr. Kimberly McCorkle, Interim Vice Provost; Jeff Comeau, Human Resources.

1. Call to Order and Staff Senate President Remarks

President Blackmarr welcomed all in attendance including staff nominated for senator positions.

2. Administrative Reports

Executive Report

Dr. Kimberly McCorkle provided updates from the President and Cabinet. UWF scored an 86 in the Metrics for this year – the highest score for UWF to date. UWF tied for third. The Administration recognizes the metric results are a campus-wide effort and the hard work is appreciated. Dr. Saunders to the Board of Governors the metrics are a campus wide effort. There are two metrics to work on, Metrics 4 and 5, as well as maintaining other successes. There will be a metrics celebration on August 22, 2018, in the College of Business Atrium – look for more information ahead of the event. There was a Pensacola News Journal editorial on the weekend of July 8th and 9th congratulating UWF on the Metrics results.

The Block tuition plan is on hold statewide. The Board of Governors asked each SUS institution to develop an alternative plan on how to address the 4-year graduation rate. UWF is increasing financial aid with \$2M in additional scholarships and completion grants, encouraging students to take 15 credit hours per semester and contacting students not enrolled in 15 credit hours about opportunities for additional financial support.

Switchgear Update: There are two projects involved in this update. First, a backup switchgear plan is to be in place for Fall 2018 to be used in the event the current switchgear fails. Second, the new switchgear is in the design phase to be completed and in place by December 2019.

There are multiple departmental moves and renovations underway. Some of UWF Development will be back in Building 12 and some will remain downtown; they had been in Building 10. Some of Enrollment and Student Affairs including Dr. Gaymon will move into Building 10. The former VP for Student Affairs area is being renovated to add additional offices some to be used by the provost budget staff, CASSH Dean's Office is moving to Building 53 in the former COH Dean's suite. Division of Academic Engagement is moving to the old CASSH area.

The Board of Trustees approved the plan for the PhD. In Robotics and Intelligent Systems in partnership with IHMC with Fall 2019 as the first admission term. Campus transition to CANVAS for online learning is progressing with 2000 courses to be transitioned ahead of Fall 2018.

Civic Literacy Update: UWF has a civic literacy workgroup to address the Legislative and Board of Governors requirement for SUS graduation. Students may satisfy the requirement by taking an American History course or taking the 100 question exam and earning a 60% or better. A website has been created and the UWF Library will add resources for students preparing for the test.

Human Resources Report

Jeff Comeau provided updates from HR.

Performance evaluations opened on July 1. These are due by September 30 but employees should check within their division for earlier deadlines. Look for an announcement about People Admin 7. There will be significant changes to the appearance of the PA7 Homepage. Current PA7 instructions will be updated when the change occurs.

Remind staff in your areas to complete the Conflict of Interest Form for any work outside of UWF. This should be completed yearly.

For Dependent Eligibility Verification, we are at the final point in the process 25 employees are affected. A process is in place for appealing the removal of dependents. Employees must contact Health Management Systems directly for assistance.

3. Approval of Minutes

President Blackmarr asked Senators to have previously reviewed the June meeting minutes. No edits were suggested.

President Blackmarr asked for a motion to approve the June Meeting minutes.

Motioned by: Lauren Greska
Seconded by: Keaton West
Motion passed unanimously.

4. Treasury Report

Staff Senate Treasurer Michael Cochran reviewed changes to the format of the Staff Senate Budget which will make the budget more easily viewable with each moth's activity noted.

5. Supervisor of Elections

Staff Senate Supervisor of Elections Michael Krueger reminded senators that Barbara Wells will be sending the Staff Senate Service letters to senators to share with supervisors.

There is still a vacancy for building 4 and 32.

Discrepancies were found in the Information Navigator report on employee locations for finding constituents. Remember to download the report and update your constituent contacts regularly.

Senator Lauren Greska noted a staff member interested in serving in the vacant position.

HR commented that Action Sheets are how locations are updated in the location of employees. Remind staff these need to be submitted when staff move.

6. New Business

Staff Senate President Blackmarr reviewed the retreat information. Senators will receive information on actions and responsibilities. Send any additional agenda items by July 23.

Staff Senate Vice President Keaton West shared information on the United Way Cram the Van campaign for collecting school supplies for local children. Collection events are taking place July 26 through 28 at various locations. Check your email or more information.

7. Old Business

Staff Senate President Blackmarr reminded staff of the survey to determine the needs for additional childcare services for employees.

8. Open Forum

Staff Senate VP West noted the retreat will be casual dress and asked senators to RSVP by July 20.

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

The meeting adjourned at 2:05 p.m.

Respectfully submitted,
Sara Brake, Staff Senate Secretary