

Minutes
UWF Staff Senate
Meeting
Argonaut Athletic Club
University of West Florida
June 12, 2018

The meeting of the UWF Staff Senate was called to order at 1:29 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, Casey Campbell, Deborah Cluff, Michael Cochran, Jacqueline French, Alycia Grieco, Lauren Greska, Elaine Henjum, Denise Kidd, Larry King, April Kocher, Michael Krueger, Akilah Lewis, Kendra Roberts, Genia Taylor, Megan Veach, Keaton West.

Proxy Attendance: Lynnsey Horton for Brandy Gottlieb.

Senators Kendra Parson, Twana McDaniel, and Josie Warren were absent.

Others Attending:

Dr. George Ellenberg, Provost; Jamie Sprague, Human Resources; Jeff Comeau, Human Resources. Ethan Henley, UWF Admissions. Monti Stone, UWF Police. Angie Quenan, CAPS. Audrey Liss, Controller's Office. Pamela Newton, Nautilus Card Office. Betsy Bowers, VP Finance & Administration. Chris Hodak, Tanglewood.

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. George Ellenberg provided updates from the President and Cabinet.

The 5% one-time salary action was approved for staff to be paid on June 15. The bargaining units have also approved the action.

The proposed PhD in Robotics and Intelligent Systems was approved by the Board of Trustees. It will be presented to the Board of Governors in November.

All SUS institutions will be presenting accountability plans at the June Board of Governors meeting. This will be the university's plan for the year and metrics.

The Aramark transition has gone smoothly.

Enrollment for summer is solid and prospective for fall is as well.
Campus Signage updates will be addressed after the updates to buildings 53 and 58 are completed.

Founders Week for 2019 will be April 15 to 18, ending on the Thursday.

A Comprehensive campus calendar is in the works.

Carry Forward funds totaling \$6M were pooled for deferred maintenance.

The Building 12 renovation is nearing its end with furniture arriving end of June.

Final metric numbers not yet announced. UWF is optimistic. Administration can see how the whole campus is invested in meeting metrics and goals.

Senator Comment: Thank you for the bonus.

Dr. Ellenberg: Be sure to thank President Saunders for the bonus.

Finance & Administration Report

VP for Finance & Administration Betsy Bowers provided updates.

Fiscal end of year deadlines are approaching. June 15 is the due date for payouts, requests and payments. Last date for P-card charges is June 16. Charges after June 16 will be on the next fiscal year.

Procurement is working with JP Morgan to find a way to get P-card statements of activity emailed to cardholders – to replace the process of logging in monthly to pull the activity reports to send to reconcilers.

The P-card revamp is underway. The workgroup is looking at ways to make the process more paperless. UWF is working with two off-campus vendors (each already working with another State of Florida entity). Concur and ChromeRiver will be submitting proposals to UWF on July 18 and 19.

Lab Sciences and the Nautilus Chamber are undergoing updates.

Argo Galley will be renovated to offer Twisted Taco, WhichWich, and Chick-fil-a. Chick-fil-a will be in the central Galley location.

The switchgear is in progress. A back up plan is in place to get power back 4 to 6 hours after it is lost. IF the switchgear fails, it could mean working without A/C.

The Board of Trustees has approved the Capital Improvement Plan to be submitted to the Board of Governors. UWF has a \$45M backlog of deferred maintenance, including some roof replacements and replacing aging HVAC systems. Requesting the Board of Trustees to set aside \$6 annually from carry forward to go toward these projects.

BEI is now operating Argonaut Village. Herbal Nails is expanding its services. We are still waiting for a tenant for the anchor restaurant space.

Human Resources Report

Jeff Comeau provided updates from HR.

June 17 to 30 will be an early payroll processing period.

9-month faculty have the option to update their pay to a 12-months.

28 UWF employees missed the dependent eligibility verification deadline with the State of Florida. UWF is unable to assist with late submissions. Employees need to work directly with Health Management Solutions. HR has contacted each of the employees individually.

Senator Question: When would employees see a reduction in premium for the dependents removed from coverage?

Mr. Comeau Reply: Employees would see a drop in July. They should not wait until dependents are dropped. If dependents are dropped they will not be able to be added back to coverage until Open Enrollment.

Visitor Question: Does UWF have a requirement for health insurance for students travelling within the US?

Mr. Comeau reply: This is not a UWF requirement.

3. Approval of Minutes

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

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

Motioned by: Michael Cochran

Seconded by: Lauren Greska

Motion passed unanimously.

4. Treasury Report

Staff Senate Treasurer Michael Cochran noted the budget was still waiting on end of year updates.

Question from Senator: any updates to the final numbers for the Holiday events at satellite campuses?

Mr. Cochran response: Receipts have not been received.

Senate President Question: Has the budget request for the new year been made?

Mr. Cochran response: Will follow up with Desie Peters on the new year request.

5. Supervisor of Elections

Staff Senate President Blackmarr asked for introductions of senators including returning senators and those nominated to fill vacancies. All in attendance introduced themselves.

Supervisor of Elections French noted an upcoming vacancy for senator of Building 4 and 32.

Staff relocation to downtown creates a need for representation of the ATC/Global Online and Career and Workforce Development staff. Twana McDaniel has been contacted.

Elections were held for vacancies for Staff Senate. Voting and results are as follows.

Lauren Greska – Senator for 36, 37, 38

- Nomination: M. Veach
- Second: K. Roberts
- Move to Vote: G. Taylor
- Second: K. West
- Result: Approved

Deb Cluff – Emerald Coast Campus

- Nomination: A. Kocher
- Second: L. Greska
- Move to Vote: M. Veach
- Second: K. West
- Result: Approved

Michael Cochran – Bldgs. 41, 50, 58, 58A, 83, 930

- Nomination: L. Greska
- Second: K. West
- Move to Vote: K. Roberts
- Second: M. Veach
- Result: Approved

Larry King – 92, 95

- Nomination: M. Veach
- Second: A. Grieco
- Move to Vote: L. Greska
- Second: A. Kocher
- Result: Approved

Supervisor of Elections – Michael Krueger Nominated

- Nomination: K. Roberts
- Second: K. West

- Move to Vote: A. Grieco
- Second: A. Kocher
- Result: Approved

Treasurer - M. Cochran Re-Elect

- Nomination: L. Greska
- Second: A. Grieco
- Move to Vote: K. West
- Second: K. Roberts
- Result: Approved

Angie Quenan – Bldg. 960

- Nomination: L. Greska
- Second: M. Veach
- Move to Vote: A. Grieco
- Second: K. West
- Result: Approved

Michelle Haynes - Bldgs. 90, 91, 93

- Nomination: G. Taylor
- Second: A. Grieco
- Move to Vote: L. Greska
- Second: K. West
- Result: Approved

Pam Newton – Bldg. 20W

- Nomination: K. West
- Second: A. Grieco
- Move to Vote:
- Second: K. Roberts
- Result: Approved

Audrey Liss – Bldg. 20E

- Nomination: L. Greska

- Second: M. Krueger
- Move to Vote: A. Grieco
- Second: A. Lewis
- Result: Approved

Ethan Henley - Bldg. 79

- Nomination: L. King
- Second: K. West
- Move to Vote: L. Greska

- Second: L. Alidor
- Result: Approved

Monti Stone – UWF Police

- Nomination: L. Greska
- Second: A. Grieco
- Move to Vote: K. Roberts
- Second: G. Taylor
- Result: Approved

Senator Grieco requested a point of information regarding staff in the new University Park building.

S. Brake confirmed Grieco would continue to represent those staff.

6. Committee Reports

ERAP– Devin Blackmarr

ERAP forms are now fully online. Senators are encouraged to send FAQs to Labratta Epting by June 15 for inclusion on the ERAP website.

Senator Question: Will assistance be available for employees who are not tech savvy?

HR Response: Yes. PCs are available in the Human Resources office to provide assistance.

Textbook Scholarship – Deb Cluff

No applications were received for Summer 2018. The form was left open for late submissions.

Visitor Comment: The tuition waiver and textbook scholarship are reviewed at New Employee orientation.

Senator question: Does the money not used get swept?

Ms. Cluff response: The funds will be available for future awards.

Senator question: Do you have to be degree seeking for the waiver?

HR response: No.

Mr. Comeau comment: Be aware of tax implications for graduate level waivers.

Point of information: The employee tuition waiver does not cover tech or lab fees.

7. New Business

UWF is developing a Childcare study to determine the feasibility of a childcare facility for employees. Look to receive the survey in the near future.

Senators discussed the reason for the survey and criteria which is limited to employees who live in nearby counties. Employees asked if the rate might be discounted. The survey will be used to make those considerations.

8. Open Forum

Staff Senate President Blackmarr noted the dates for Founders Week again, April 15-18, 2019.

Visitor comment: Student Scholar Symposium will again be on the Thursday of that week, April 18.

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

The meeting adjourned at 2:21 p.m.

Respectfully submitted,
Sara Brake, Staff Senate Secretary