

Minutes  
UWF Staff Senate  
Meeting  
UWF Alumni Room, Building 12  
University of West Florida  
February 13, 2018

The meeting of the UWF Staff Senate was called to order at 1:33 p.m. by President Devin Blackmarr.

Attendance was taken by sign in of Senators. The following Senators were present. Lauren Alidor, Devin Blackmarr, April Boyett, Sara Brake, Casey Campbell, Brandy Gottlieb, Lauren Greska, Alycia Grieco, Elaine Henjum, Denise Kidd, Larry King, Akilah Lewis, Twana McDaniel, Kendra Parson, Kendra Roberts, Megan Veach, Josie Warren, Keaton West.

Proxy Attendance: Tom Swingle for Deborah Cluff. Jim Hammond for Michael Cochran. Grace Tennyson for Michael Krueger.

Senators Twana McDaniel, Jackie French, and Genia Taylor were absent.

Others Attending:

Dr. Martha Saunders, University President; Jeff Comeau, Human Resources.

### **1. Call to Order and Staff Senate President Remarks**

President Blackmarr welcomed all in attendance.

### **2. Administrative Reports**

#### Executive Report

President Saunders shared administrative updates:

Division of Advancement VP position has been confirmed as Howard Reddy. The capital campaign wrapped with more than \$18M in received funds committed to scholarships.

UWF hosting Gulf South Conference playoff Men's basketball game on February 27. Academic Affairs is meeting weekly; metrics are tracking well. UWF is looking to strengthen the presence on the Fort Walton Beach Campus launching a new program at the campus in fall 2018 – taking the number of programs offered to 10. General Counsel is moving to a new way to provide service including allowing submissions online.

The Legislative Session has several bills which could affect UWF. Direct Service Organizations are a focus in both chambers with moves to limit use of state funds for institution foundation expenses.

The joint use Athletics/College of Health/FSU College of Medicine construction is still underway after delays due to weather. Looking at an April move in.

Founders Week in April will have theme days and the Spring football game.

Football will continue to be played at Maritime Park to work on building the fan base before a stadium. The Football team served as grand marshals for the Pensacola Grand Mardi Gras Parade.

Regarding Triumph funding proposal, UWF has been invited to present a full proposal for \$27.5M for programming and facilities downtown. If funded, the City of Pensacola will deed the tech campus land between Alcaniz and 9<sup>th</sup> Avenue.

Q: Would the proposed Legislative changes to using tuition waiver from 6 hours per semester to 18 hours per year for state employees affect UWF employee use of the waiver?

A: UWF will follow guidance from the state on tuition waiver usage.

Q: Would the campus Free Speech legislation affect UWF?

A: The bill would open all campus areas to free speech. UWF would apply federal mandate to how free speech is managed.

Senate President Blackmarr extended a thank you for the Cost of Living Increase for employees.

President Saunders noted the increase for union covered employees needs to be reviewed before confirmation.

A visitor to the meeting addressed departmental concerns to President Saunders. President Saunders referred the visitor to the division for follow up.

Senate President Blackmarr facilitated a brief overview of staff representation on Staff Senate and opportunities for service as well as current representation.

Action Item: Senate President Blackmarr will follow up on the referral to division for departmental concerns and information on Staff Senate role.

### Human Resources Report

Jeff Comeau provided updates from HR.

Double deductions begin in February for benefits for 9-month faculty who are eligible to have pay spread over 12 months and elected for that option. Faculty will be emailed a reminder.

Health Management Systems (HMS) has been contracted by the State of Florida to follow up on dependent verification. Employees with dependents on their health insurance through UWF should have received a post card regarding the upcoming dependent validation process for State University System Employees. Full packets will be sent by mail to employees in March 2018 detailing the required documentation for dependent verification. Health Management Systems has been contracted by the State of Florida to complete the verification process. For more information, review Dependent Eligibility Verification on the MyBenefits website. HR is offering the workshops in the Money Management and Retirement Preparation series on Fridays at 1:30 pm. See the Training Reservation Desk Calendar for topics and dates.

Leave adjustments from end of 2017 are still being updated – the process is manual. Updates should be complete in February.

Employees with optional life insurance based on salary will see a slight increase in the premium deducted once the Cost of Living raise is applied to paychecks.

### **3. Approval of Minutes**

President Blackmarr asked Senators to have previously reviewed the January meeting minutes. Edits were suggested regarding attendance.

President Blackmarr asked for a motion to approve the January Meeting minutes with the suggested edits.

Motioned by: Kendra Roberts

Seconded by: Josie Warren

Motion passed unanimously.

### **4. Treasury Report**

Staff Senate President noted no updates to the budget since the previous meeting.

### **5. Supervisor of Elections**

Megan Veach provided an update for Supervisor of Elections Jackie French reviewed updates on vacant positions.

Action Item: Jackie French to follow up with Senators with ending service terms.

Action Item: Senate President Blackmarr to follow up with visitor to meeting with information on Staff Senator Role and responsibilities.

Senate President Blackmarr address upcoming vacancies on Staff Senate E-Board.

Action Item: All Senators rolling off in June 2018 should follow up with their buildings to help find a possible replacement. Nominations for upcoming vacancies for senators and E-Board positions should be submitted to Jackie French before the May 2018 Staff Senate Meeting. Voting for vacancies will take place at the June Meeting.

## **6. Committee Reports**

### Textbook Scholarship – Devin Blackmarr

Seven staff members applied. Six were eligible. The committee is waiting for final receipts for textbooks to complete disbursement for a total of \$343 to be awarded.

### Holiday Gala – Keaton West

UWF plans to continue with HolidayFest with Staff Senate and the President's Office working together and hosting the event in Historic Pensacola again for 2018 as a family friendly event.

### ERAP – Josie Warren

Planning going well. Possible expense change as we are working with a new engraver for awards. The Call out for donations for door prizes has been made. The fee for Commons tech setup has gone up.

Megan Veach noted additional support needed for ERAP. Beginning March 1, meetings will be weekly up to the event.

Action Item: Senators should review the shared document with roles and assistance needed for ERAP.

Keaton West requested a point of information regarding the number of awards. Josie Warren confirmed 20 ERAP awards will be given from within the divisions.

## **7. Old Business**

Sara Brake shared information on the focus groups being held for staff feedback on the proposed Diversity Plan for UWF. Focus groups are hosted by the President's Council for Diversity and Inclusion.

## **8. Old Business**

Senate President Blackmarr reminded Senators about Founders Week in April. Founders Week will be the week of April 16, 2018. Each day of the week will have a theme and Staff participation will be encouraged. Staff Senate has been asked to provide assistance on Day of Giving on April 19. Ben Stubbs is the contact for staff

interested in assisting on April 19. Senate President Blackmarr will share additional information on Founders' Week closer to the event.

## **9. Open Forum**

Staff Senate President Blackmarr asked for any items.

Senator Kendra Roberts shared a thank you message from the recipient of an Employee Emergency Fund disbursement.

Senator Sara Brake shared information regarding volunteer needs for Lunar New Year at Gallery Night on February 16.

Senate President Blackmarr noted anticipate lack of quorum for the March 13<sup>th</sup> Staff Senate Meeting due to many senators being out of the office.

Lauren Greska Motioned to move the March 13<sup>th</sup> meeting to a date the week of March 19<sup>th</sup> pending confirmation of exact date and time and location.

Keaton West seconded the motion.

The motion passed.

Action Item: Staff Senate Secretary Brake will send out suggested meeting alternatives.

Senator April Boyett announced the LEAD project for 2018 is the Student Emergency Fund. Look for more information from LEAD on the project and ways to contribute.

Senator West noted the option for Staff Senate Social. A Senator would need to volunteer to coordinate such a social.

Senate President Blackmarr shared congratulations to Megan Veach who is expecting her first child. Michael Krueger will serve as Proxy for her E-Board position for March through May 2018.

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

The meeting adjourned at 2:51 p.m.

Respectfully submitted,  
Sara Brake, Staff Senate Secretary