

Minutes

UWF Staff Senate

Meeting

Alumni Room and via Google Meet

University of West Florida

April 9, 2024

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

Attendance was taken by sign-in of Senators and online participants via Google Meet. The following Senators were present:

Patricia Barlow, Tori Bennett, Marisa Elmore, Gabriel Esmurdoc, Zachary Farrington, Stephanie Fenner, Alycia Grieco, Brett Haskell, Ethan Henley, Miriam Hoover, Brooke Karas, Larry King, Jenny Makselan, Nicole McDonald, Angie Quenan, Heather Seitz, Kayla Stanley, Monti Stone, Sandra Taylor, Blythe Webster, Barbara Wells.

Proxy Attendance: N/A.

Absent: Sierra Ebert.

Guests: Vice President of Finance and Administration – Betsy Bowers; Jamie Sprague – Human Resources.

Administrative Reports

1. Executive Report – Vice President of Finance and Administration – Betsy Bowers.

- Thank you for the hard work that went into ERAP.
- Policy updates –
 - Several postings in the coming weeks/months of policies being updated. We did a self-assessment we found a few that were more than 5 years old since they were last reviewed/evaluated. To review the postings, visit UWF Policies webpage → policies open for comment.
- Budget –
 - The Legislature has completed its work on the budget and its been sent to the Governor's Office for approval. We are in the wait and see period to see what is approved.
 - We were given \$12 million operating budget; approximately \$9 million will be appropriated across campus.

- Two major construction projects were in this budget:
- Building 4 expansion (we received half last year and half this year) so that is a \$42 million budget.
- Satellite utilities plant – we are at the capacity for our utilities so anything that we want to build or expand on a new utilities plant will need to be built.
- Capital campaign – a portion will kick-off on Thursday.
- Construction on campus:
 - Gateway entrance project is coming along with an estimated completion by end of June.
 - Building 234 – Sansing Sports Medicine Annex is underway with completion anticipated for November 2024.
 - Building 50 – (English, Government, and History) the remodel is coming along well and completion is anticipated for Spring 2025.
 - South Side Residence Hall – one building will be demolished for now to anticipate the costs of taking down the other 14 remaining buildings in the next year to 18 months.
 - New elevators for the library will be installed.
 - Deferred maintenance – hot topic at Board of Governors. Within the State University System, will compile the numbers of how much deferred maintenance to make a system wide request.
 - A new digital marque sign will be installed at the East Entrance of campus.
- Building emergency managers – each building has an assigned emergency manager. VP Bowers and Doug Hirsch, UWF Emergency Manager Director, are working on getting an updated listing of the building emergency managers.
- Fire drills – we have a new Fire Marshal, and we are having more fire drills; a reminder everyone must evacuate the building.
- Hurricane season – Doug Hirsch (Emergency Manager), will be holding a training session on incident command. This training will be held on May 7th.
- Automation – one of the President’s goals this year is to identify areas where automation may be implemented or further deployed that aligns with our strategic goal of operational excellence.
- Commencement will be held on May 4, 2024. All volunteers are appreciated.

2. Human Resources – Jamie Sprague.

- HR launched a Customer Satisfaction Survey. The survey is anonymous.
- ERAP was a success. Reminder those who earned a service award to stop by HR to pickup their award.
- Reminder: The HR Bulletin is sent out at the beginning of each month which includes reminders, training, new policies, etc.
- Effective July 7, 2024, the minimum hourly rate for undergraduate students will be \$14/hour and graduate student employees will earn \$15.50 per hour.

3. Approval of Minutes and Treasury Report

Motion to approve March Meeting Minutes.

Motion: Blythe Webster.

Seconded by: Brett Haskell.

Passed unanimously.

Treasury Report – Treasurer, Brooke Karas, provided updates on the Treasury Report.

Motion to approve the Treasury Report.

Motion: Tori Bennett.

Seconded by: Alycia Grieco.

Passed unanimously.

4. Supervisor of Elections

- Supervisor of Elections, Sandra Taylor, shared there are no E-Board changes.
 - An email will be sent out next week to Senators that are rolling off this year. A response is requested by May 1st. A reminder Staff Senate requires a 2-year term commitment. New Senators will be voted in during the June meeting.

5. Committee Reports

- ERAP – Zachary Farrington – thank you to those who volunteered, and everything went smoothly.

6. New Business

- Founders Week: April 15-19th
- April 11th – Capital campaign

7. Old Business

- N/A

8. Open Forum

- Juneteenth Celebration will be held on June 17th in the Commons Auditorium from 10:30am-1:30pm- Barbara Wells shared the Black Employees Association will be hosting and there will be free food, giveaways, and games.
- LEAD Project – Sandra Taylor thanked those who attended the Solar Eclipse event.

The meeting was adjourned at 2:27 p.m.

Respectfully submitted,

Angie Quenan – Secretary

Staff Senate Executive Board

President- Ethan Henley

Vice President – Zachary Farrington

Supervisor of Elections- Sandra Taylor

Secretary- Angie Quenan

Treasurer- Brooke Karas

Senator at Large- Sierra Ebert

Communications- Marisa Elmore