

Minutes

UWF Staff Senate

Meeting

Alumni Room and via Google Meet

University of West Florida

June 11, 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:

Tori Bennett, Nadya Collins, Sierra Ebert, Marisa Elmore, Gabriel Esmurdoc, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Brett Haskell, Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Jenny Makselan, Nicole McDonald, Angie Quenan, Miriam Sabeti, Heather Seitz, Kayla Stanley, Sandra Taylor, Blythe Webster, Pam Weeks.

Proxy Attendance: N/A.

Absent: Patricia Barlow, Alycia Grieco, Larry King, Monti Stone.

Guests: Dr. Martha Saunders – University President. Jamie Sprague – Human Resources; Stephanie Yancey.

## **Administrative Reports**

### **1. Executive Report – Dr. Martha Saunders – University President.**

- Moving forward with the budget; the Governor has not signed it yet.
- A lot of Facilities projects are going on. The first of the pizza hut dorms has been demolished. We hope to replicate at least 1 building but have it be more efficient and use it as a museum or place for events.
- Gateway project completion date pushed to August
- Gooden center annex coming along well.
- Working on and planning for a new residence hall and stadium. We hope to break ground for a new stadium in Fall 2026.
- Better automation emphasis – more information to come.

### **2. Human Resources – Jamie Sprague**

- Employee Self-Service Banner 9 is now live. The app. in MyUWF is called Employee Dashboard.
- The Department of Labor announced the final rule for the overtime eligibility changes to the Fair Labor Standards Act (FLSA) with an effective date of July 1, 2024. This rule increases the minimum salary threshold for an employee to remain “exempt” to \$844 per week or \$44,057 annually. The annual salary is based on UWF’s 26.1 pay periods. Because of the UWF pay periods, the effective date for this change will be June 23, 2024. Impacted employees and their supervisors were notified last week. Training will be held this week (one session for employees and the other for supervisors). HR is working on the coordinator classification: Coordinator I (non-exempt) and Coordinator II (exempt).
- Outside Activity Campaign starts July 1<sup>st</sup>. The deadline to complete the Outside Activity Form is August 15<sup>th</sup>. This form must be completed each year.
- Performance Evaluations open July 1<sup>st</sup>; due to be completed by August 31<sup>st</sup>.
- Reminder to read the HR Bulletin

### **3. Big Brothers Big Sisters Program**

- Stephanie Yancey shared information with Staff Senate about the Big Brothers Big Sisters Beyond School Walls Mentoring Program. Beyond School Walls prepares high school students for success in higher education, vocational and workforce settings by matching them with volunteer UWF faculty and staff mentors. Once per month during the school year, student “Littles” from a designated public high school will come to the Pensacola campus to be mentored by their faculty and staff “Bigs.” It is a two-year mentor commitment. Each Big will be matched with a high school junior this fall and stay matched until their Little graduates from high school. The program runs from October 2024 through April or May 2025.

### **4. Approval of Minutes and Treasury Report**

Motion to approve May Meeting Minutes.

Motion: Sandra Taylor.

Seconded by: Blythe Webster.

Passed unanimously.

Treasury Report – Treasurer, Brooke Karas, shared the 2024/2025 fiscal year budget request and provided updates on the balances in our accounts including the Emergency Fund and Textbook fund.

Motion to approve the Treasury Report: Tori Bennett.

Second: Brett Haskell

Passed unanimously.

## 5. Supervisor of Elections

- Supervisor of Elections, Sandra Taylor, shared the following:
  - i. The following Senators will be renewing for an additional term: Stephanie Fenner, Miriam Hoover, and Monti Stone.
    1. Motion to approve: Blythe Webster
    2. Second: Brett Haskell.
    3. Passed unanimously.
  - ii. Alycia Grieco will be resigning from Staff Senate.
  - iii. New Senators voted in:
    1. Ann Gilbar: (Biography: works in Student Services on the Emerald Coast Campus; prior to UWF, Ann worked for the Okaloosa County School District).
      - a. Motion to approve: Miriam Hoover
      - b. Second: Gabriel Esmurdoc.
      - c. Passed unanimously.
    2. Pam Weeks (Biography: began working at UWF in October 2022 as Assistant Director in Environmental Health & Safety; previously worked at ECUA for 3 years; Pam graduated from Troy University with a B.S. in Biology and attended UWF for one semester).
      - a. Motion to approve: Sandra Taylor
      - b. Second: Brett Haskell
      - c. Passed unanimously.
    3. Nadya Collins (Biography: joined UWF in 2017 in the Office of Institutional Research; previously worked for the Florida State University Board of Governors).
      - a. Motion to approve: Sandra Taylor
      - b. Second: Tori Bennett.
      - c. Passed unanimously.
  - iv. Formal nominations:
    1. Sarah Madaris (Biography: has been with UWF since 2020 where she enrolled as a graduate student in the English Literature program; has been a writing lab manager, teaching assistant, and editing assistant; joined University Workforce in 2023 as an Office Administrator).
      - a. Nomination: Miriam Sabeti
      - b. Motion to approve: Tori Bennett
      - c. Seconded by: Brooke Karas
      - d. Motion passed unanimously.
    2. Michael LeFevre (Biography: serves as the Web and Business Coordinator for Institutional Communications)
      - a. Nomination: Sandra Taylor
      - b. Motion to approve: Miriam Sabeti

- c. Seconded by: Tori Bennett
- d. Motion passed unanimously.
- v. Supervisor of Elections, Sandra Taylor, presented a proposal to restructure the Staff Senate Constituencies.

## **6. Committee Reports**

- Employee Emergency Fund Committee – no updates.
- ERAP – no updates; the event will be held on Thursday, April 3, 2025.
- HolidayFest – no updates.
- Textbook Scholarship Committee – Sierra Ebert shared there were three applicants and the scholarship application closed last week.
- Hand to Paw – no updates.

## **7. New Business**

- Staff Senate July meeting will be cancelled.
- Staff Senate Interest Form is now available online.

## **8. Old Business**

- N/A

## **9. Open Forum**

- Staff Senate President Ethan Henley shared overall enrollment for fall looks healthy and the Freshman application has closed.

The meeting was adjourned at 2:54 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