President John Cavanaugh addresses a capacity crowd during his first Brown Bag Lunch at UWF. President Cavanaugh spoke to the assembled A&P professionals regarding his reasons for wanting to take the reins of our institution. He believes we are poised to take a giant leap forward and he wants to be a part of our success. The President also provided us with an update on the situation in Tallahassee and how higher education would be impacted. Many who attended commented this was definitely the man to lead us into the future!

Senior Vice President Hal White, during his A&P Council Brown Bag Lunch, spoke regarding his reasons for coming to UWF and what he feels a new administration can do to help UWF take a hard look at its processes. He also spoke regarding the need for more partnering with private enterprise to achieve programs where it's appropriate. Many commented on his openness when responding to questions from A&P employees.

Brown Bag Lunch(es) a Hit!

- How will the change to the Board of Trustees Affect us?
  Go to Page 3 to find out.
- How will the change to the Board of Trustees affect our benefits?
  Go to page 4 to find out.
- Check out the results from the most recent A&P Council Employee Survey on page 5.
It’s been a great year to be on the A&P Council and especially to be the chairperson! We have a wonderful group of people on the A&P Council who are dedicated to collaboration and teamwork. They are always willing to do whatever is asked of them. Many changes have taken place over the past year providing ample opportunities for us to be involved with the campus community. Our responsibility is to provide a forum for information exchange and dissemination among the managerial employees and the various sectors of the University community.

In October, Dr. Cavanaugh spoke at our Brown Bag luncheon. More than seventy-five guests got to know him better while enjoying their lunch with drinks and cookies provided by the council. In February, Dr. Hal White was our guest speaker for another successful Brown Bag luncheon. Attending both luncheons were faculty, USPS, as well as, A&P.

As usual, the USPS holiday luncheon was a blast as the A&P staff volunteers dressed for the winter wonderland theme with top hats, white shirts and black pants. Among the “old hats wearing new hats” we had Jean-Luc, our esteemed “A&P Server Emeritus”, and “Flasher” to make up a great team. When I commented to Jean-Luc that he appeared to be a natural at this job, he confided to working as a waiter during his college years. Our esteemed “A&P Server Emeritus,” Dr. Linda Dye, has offered to come back next year to serve once again. It just wouldn’t be the same without her…or that wacky reindeer “Flasher”!

Dr. Cavanaugh’s inauguration was a time of excitement with much planning and work. The faculty and staff teamed up to host the International coffee and dessert social in honor of Dr. Cavanaugh’s inauguration. We had international displays from six different countries, dance and music was provided by our international students. Faculty and staff served as host greeting attendees and giving out embossed commemorative coffee mugs. Numerous people contributed to the success of this social affair. Thank you all very much!

There will be a staff event between the spring and summer terms so watch for the announcement! This fall, we will be hosting the Jazz Social during Homecoming week, be sure to come and have some “jazztime” with your co-workers.

Now it is time for A&P staff council elections. The following terms are expiring:

- Academic Affairs – Cathy Brown
- Administrative Affairs – vacant (was held by Aurora Auter)
- Student Affairs – Greg Dziadon and
- Advancement/President’s Division, Ali Penton.

These folks have served your council diligently. Please let them know their hard work is appreciated. Our ballot for A&P Council is online. Additionally, a committee revamped our A&P Council annual survey. The survey is available at http://nautical.uwf.edu/comm/main.cfm or http://nautical.uwf.edu/org/dispOrg.cfm?OrgUnitID=APCC from May 13 through May 27, 2003.

Last year’s annual survey results gave us the idea for the two articles printed in this newsletter. I believe they are helpful in answering some common concerns expressed in the survey results. Be sure to complete this year’s survey by May 27, 2003 to help us better serve you.

Getting Through The Stack

There was a sales manager in Chicago who would sit at his dining table and color maps, a different color for each territory, then he would take them to the office, where they would become the marching orders for his platoon of salespeople. One time when the children in school were telling what their fathers did, his daughter said, “He colors maps.” He quit after that, saying that the measure of any job should be how a child describes it, moved west and bought a little newspaper, something he could hold in his hands every week.

It’s easy for me to understand why he quit, as I sit at my desk early before anyone else is in, moving the paperwork carefully, thoughtfully, deliberately from my IN box across the desk where I sign or initial or write notes in the margins, to my OUT box, one stack getting smaller, the other larger, and I can measure the change, that simple act satisfying me more than anything I will do all day. It is the most tangible yet the least of what I am to do.

James A Autry
During the last two years, much has changed in the governing and administrative structure of the University of West Florida, yet little has changed for the nearly 300 A&P employees in their day-to-day work responsibilities.

And little change is seen in the foreseeable future, until UWF is fully empowered to make improvements in its employee policies.

“Despite what must seem like constant change, and the inevitable uneasiness change brings, UWF still is a family,” said President John Cavanaugh. “And like the best of families, we care deeply about each other, support each other and help when help is needed. Nothing has impressed me more at UWF than this incredible feeling of family.”

During UWF’s nearly 40 years of existence, no period can match what recently has happened in the governance structure. Consider:

- Two years ago, UWF was governed by a Board of Regents, which managed the entire State University System.
- In July 2001, a 13-member Board of Trustees was created to manage UWF, and the Board of Regents was dissolved. Then last November voters approved a Board of Governors to manage the State University System, while retaining the Boards of Trustees.
- President Cavanaugh was hired to succeed former President Morris Marx, who returned to the faculty.
- Two deans have resigned, with one successor already in place and a search underway for the other.
- Two new vice presidents have joined the UWF family, and searches are underway for two more.

Whew! Sort of makes your head spin, doesn’t it? But take a breath. Kick back. Look beneath the surface of these changes and ask yourself what really has changed in the day-to-day lives of A&P employees?

“The short answer is, not much,” said Collier Merrill, chair of the UWF Board of Trustees. “We still admit and teach students as we always did, parents still come to celebrate the graduation of their children, as they always have, and our staff members continue to do well what they always have done.”

“The real change will come when the Board of Trustees has the full opportunity to improve our personnel system and, hopefully, provide better benefits and working conditions than existed under the old governance model. The goal of the Board is to have satisfied employees, and we will work diligently to continue job security and to attain competitive salaries.”

Under the new governance system, the Board of Trustees became the public employer for all UWF employees. In January, it approved a new computer personnel system, which is necessary to manage such things as payroll and benefits. That system will cost about $10 million during the first five years, including $3.6 million next year. Once in place, the university will be completely in charge of its personnel system.

While the top levels of UWF administration have seen changes, Merrill said it also has generated renewed excitement, not only on campus but also within the community. The very public search for the president brought the community in partnership with the university, and that bodes well for the future, he said.

“President Cavanaugh has generated real enthusiasm across the Panhandle,” Merrill said. “He is building on the strong foundation laid by UWF’s first three presidents. With increased enrollment and a willingness to work collaboratively with the private sector to meet community needs, UWF is opening new doors of opportunity.”

Cavanaugh, in his inaugural address, outlined five major goals. Among them were to never compromise excellence, improve faculty and staff compensation and to be creative and flexible.

“To those who want to hold us back, I say, resistance is futile,” he said in January.

“For UWF to achieve greatness, we must have a highly qualified staff, eager to propel us to the next level…”

Dr. John Cavanaugh

“We will never settle for second best.”

“Those were not idle musings,” Cavanaugh said about his remarks.

“For UWF to achieve greatness, we must have a highly qualified staff, eager to propel us to the next level,” he said. “I will work with the Board to maintain the best of what UWF has, address those areas where we are lacking, and always strive to make UWF a welcome place for students and employees. It may take some time, but the journey will be a pleasurable one.”
The changes in university governance have brought no changes to the benefits and personnel services provided to University of West Florida employees.

As you likely know, on January 7, 2003 the newly appointed Board of Governors passed a resolution adopting the existing State Board of Education rules (formerly known as rules of the Board of Regents) for the management of the university system of Florida. The rules were adopted as written to provide continuity during this transition period. In addition, the Board of Governors adopted the major provisions of last year’s School Code rewrite, which detailed new responsibilities to the Board of Trustees.

Because we have University employment policies, unchanged benefits programs, and continued improvement in HR services, the changes at the upper level have had minimal impact. A&P employees continue to be employed on annual contracts. Salary issues and concerns continue to be addressed under current rules and policies.

The University of West Florida has employment policies for all A&P and USPS employees that include a grievance and complaint process for employees to address concerns. In addition, all of the employment policies are on the HR website. Please, check out our website; because we work hard to keep it up-to-date with all information relevant to benefits and services.

In addition, the resolution by the Board of Governors also states that the Department of Management Services will retain authority over university employees for the State Group Insurance Program (DSGI), Workers’ Compensation. There will be no changes in any of these programs. This includes the following insurance programs that are governed by DSGI:

- State Health Self Insurance Plan (Blue Cross/Blue Shield)
- Healthplan Southeast (HMO)
- Dental Plans: American, Cigna, Denti-Care, Oral Health Services
- Vision Care
- Cancer and Intensive Care: American Family Life Assurance (AFLAC) and Colonial
  (Colonial also offers an accident and disability policy)
- Hospital Supplements: Gabor/Philadelphia Life and Alta
- Flexible Spending Accounts (Health and Child Care)
- State Life Insurance Programs – Basic and Optional
- Gabor Awards for Excellence

The following benefits are not, and will not be, affected by the governance transition because they are offered through UWF and are not from the state.

- Long Term Disability Insurance – Liberty Mutual
- Short Term Disability – Philadelphia Life
- Life Insurance – Gabor (whole permanent, term, universal, employees and dependents)
- Long Term Care – UNUM
- Employee Assistance Program
- Optional Annuity Plans (available to educational institutions)
- Educational Leave with Pay for USPS Employees
- A&P Professional Development Leave
- Long Term Disability Insurance – Liberty Mutual
- Short Term Disability – Philadelphia Life
- Life Insurance – Gabor (whole permanent, term, universal, employees and dependents)
- Long Term Care – UNUM
- Employee Assistance Program
- Optional Annuity Plans (available to educational institutions)
- Educational Leave with Pay for USPS Employees
- A&P Professional Development Leave

Finally, the Office of Human Resources continues to review our programs and processes, and will continue to offer enhancements to the services provided to university employees. Recently, we provided access to and training for the on-line action sheet and on-line leave reports, which have streamlined processes for all university employees. We have been working on an on-line hiring process, called Crews Line, which we hope to roll out in March 2003. Crews Line will automate the hiring process, greatly reducing the hiring time for position vacancies. We’ve also made changes to the staff development and training program in order to provide additional training to employees in computer, management and supervisory skills, and customer service training.

As you can see, while there have been many changes to our governance structure, there have been no changes to the benefits and services packages offered by Human Resources, and issues such as compensation and training have had no impact. We are looking forward to the opportunity to provide enhancements to the personnel programs, and those enhancements will always be developed with input from the university community.

"We are looking forward to the opportunity to provide enhancements to the personnel programs..."
A&P Survey Results

Number of A&P Employees: 257  
Number responded: 93  
% Return: 36%

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Blank</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Do you read the A&amp;P Newsletter?</td>
<td>45</td>
<td>43</td>
<td>5</td>
<td>93</td>
</tr>
<tr>
<td>Have you ever attended an A&amp;P Council meeting?</td>
<td>28</td>
<td>64</td>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>Would you attend an A&amp;P Council meeting?</td>
<td>66</td>
<td>26</td>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>Would you attend a lunch meeting with fellow A&amp;P employees?</td>
<td>74</td>
<td>19</td>
<td></td>
<td>93</td>
</tr>
<tr>
<td>Would you attend an after work gathering with A&amp;P employees?</td>
<td>56</td>
<td>36</td>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>Would you like to see more on the A&amp;P Web Page?</td>
<td>56</td>
<td>24</td>
<td>13</td>
<td>93</td>
</tr>
<tr>
<td>Do you know you’re A&amp;P Council representatives in your division?</td>
<td>28</td>
<td>62</td>
<td>3</td>
<td>93</td>
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</table>

Please note your participation in the following A&P events and your level of satisfaction

<table>
<thead>
<tr>
<th>Event</th>
<th>Great</th>
<th>Good</th>
<th>Okay</th>
<th>Poor</th>
<th>Drop It</th>
<th>Blank</th>
<th>Total</th>
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<tbody>
<tr>
<td>Spring Picnic</td>
<td>9</td>
<td>29</td>
<td>18</td>
<td>4</td>
<td>6</td>
<td>27</td>
<td>93</td>
</tr>
<tr>
<td>Jazz Social</td>
<td>9</td>
<td>21</td>
<td>16</td>
<td>3</td>
<td>22</td>
<td>22</td>
<td>93</td>
</tr>
</tbody>
</table>

Please rate the effectiveness of the A&P Council:

<table>
<thead>
<tr>
<th>Effectiveness</th>
<th>Excellent</th>
<th>Good</th>
<th>More Eff.</th>
<th>D. Know</th>
<th>Poor</th>
<th>Blank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fostering Communication to and among A&amp;P staff:</td>
<td>3</td>
<td>22</td>
<td>31</td>
<td>35</td>
<td>1</td>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>Acting as an advocate for A&amp;P staff with UWF Administration:</td>
<td>1</td>
<td>28</td>
<td>18</td>
<td>44</td>
<td>2</td>
<td>2</td>
<td>93</td>
</tr>
</tbody>
</table>

What are some of your concerns?

1. Job Security
2. Budget cuts
3. Internal Communications
4. Employee Morale/Productivity
5. Finding enough hours in my day to get all my work done.
6. Job stability and promotion. Is there any career path in A&P as faculty? Where to get similar info?
7. The lack of fairness and respect given the A&P employee.
8. Salary Ranges and professional advancement.
9. Interaction among staff and Leadership grants to attend Workshops.
10. Lack of comprehensive marketing plan that includes all constituents of the university.
11. Non-competitive Salary and Employee Morale.
12. There is not enough money for maintenance to operate effectively on this campus.
13. Adequate resources to do my job efficiently.
15. Lack of consistency across campus in A&P employee salaries.
16. Sufficient legislative funding for UWF’s mission and enrollment
17. Lack of A&P Council meetings and never hearing anything from the council.
18. I wish the food services (not Argo Grill) was open all the time.
20. Equal opportunity education.
21. Becoming familiar with other departments and people on campus. This is an important part of my position and I find that I spend very few hours a week networking.
22. The concerns I have are not issues that would be appropriate for the A&P Council to deal with
23. Career Development and how can I make a long-term contribution to UWF.
24. Not everyone in a "power" position has the University's best interests at heart.
25. Need more A&P participation in the meetings and council to provide a strong and unified position on University-related and A&P issues.
26. Professional Development - travel money
27. My main concern is with the University changing from a State Agency to a Public Institution. With this change I am concerned that Health Insurance Coverage may not be as good as it is now and it may cost a lot more than it cost now.
28. That the A&P Council should be recognized as a serious, professional organization representing the A&P employees. This body of employees is the only one that does not have union representation. The A&P Council should be the most active on campus in order to offer representation to employees.
Military and Reserves from our UWF Family

“May they fare well, wherever they fare.”

Charles Bare, Information Technology Services
Alice Bell, Information Technology Services
Rex Bryant, University Police
Laura Cornelison, University Police
Jason Crawford, SGA President
Handy Gainer, Jr., Landscape Services
William Harrison, Jr., Tech., Research, & Development
Jennifer Kunlker, Information Technology Services
Mark Lanton, University Police
Julie Philippart, Florida Institute of Government
Billy Pollard, Controller’s Office
Marvin Rydberg, SGA
Stephen Snyder, Management & MIS
Your 2002-2003 A&P Council

Left to Right: Cathy Brown (Parliamentarian), Ali Penton (Vice-Chair), Michael Bond, Michelle Doyle, Aurora Auter, Valerie Moneyham (Treasurer), Peter Robinson, Alice Bell, David Walden (Secretary), Aleta Hudson (Chair), Billy Colvin, (not pictured- Greg Dziadon)

How To Contact You’re A&P Council Representatives

Academic Affairs:
Cathy Brown - Financial Aid - cbrown@uwf.edu - Extension 3127
Michelle Doyle - College of Professional Studies - mdoyle@uwf.edu - Extension 3238
David Walden - University Honors Program - dwalden1@uwf.edu - Extension 6403

Administrative Affairs:
Valerie Moneyham - Office of University Budgets - vmoneyha@uwf.edu - Extension 2041
Peter Robinson - Environmental Health & Safety - probinso@uwf.edu - Extension 2435
Aurora Auter - Human Resources - aauter@uwf.edu - Extension 2607

Student Affairs:
Greg Dziadon - Assoc. VP of Student Affairs Office - gdziadon@uwf.edu - Extension 2384
Michael Bond - Recreation Administration - mbond@uwf.edu - Extension 2486
Billy Colvin - Career Center - bcolvin@uwf.edu - Extension 2256

Presidents Office/Advancement:
Ali Penton - Information Technology Services - apenton@uwf.edu - Extension 2507
Aleta Hudson - Internal Auditing & Management - ahudson@uwf.edu - Extension 2636
Alice Bell - Information Technology Services - abell@uwf.edu - Extension 2562 (currently serving in the Armed Forces-not available at this time)