**Staff Senate Meeting Minutes**

**Monday, December 10, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on November 12, 2012 in the Raburn Conference Room.

Members present were Haley Brink, R.J. Chittams, Jim Eubanks, Keith Fields, Susan Freeman, Anita Holcombe, Louise Huddleston, Randall Phifer, Amanda Sharp, Melissa Thornton, Jimmy Waddell, and Debbie Williams attended as proxy for Peggy Wingo.

**I.** **Approval of minutes from the November 12th Meeting**

Amanda Sharp made a motion to approve the minutes. Susan Freeman seconded. Minutes approved.

**II. Approval of agenda**

Under New Business, Employment Payment Policy was added as item C. Agenda approved with the addition.

**III. President’s Report**

The Commencement Committee will allow students within six hours of graduation to walk at Commencement.

**IV. Committee Reports**

 No committee reports.

**V. Unfinished Business**

 No unfinished business.

**VI. New Business**

a. Last date of attendance – a change to the undergraduate catalog has been proposed.

 The proposal would clarify the attendance policy to say that students should expect their

 instructors to monitor attendance, as it is required by Federal law.

 b. Promotion policy – Catherine White provided examples of salary increases for current

 employees who are provided, as the policy is now and the new policy as proposed. The

 Promotion Policy from the Staff Handbook is currently under review, and has passed in

 the Staff Welfare Committee.

 c. Employee Payment Policy – Health Services has proposed that employees who use the

 Health center and fail to pay the balance at the time of service must sign a payroll deduct

 form to have the fees automatically deducted once it is ten days old. Additionally,

 employees with current outstanding balances will be sent a notice and a request to pay. If,

 after ten days, those employees have failed to pay the balance, the fees will be payroll

 deducted. A $10 fee may be assessed for past due balances.

**VII. Announcements**

The next meeting will be February 11, 2013 at 10 a.m., in the Raburn Conference Room.

**VIII. Adjournment**

Adjournment at 10:56 a.m.

Respectfully Submitted,

Melissa B. Thornton