**Staff Senate Meeting Minutes**

**Monday, October 8, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on October 8, 2012 in the Raburn Conference Room.

Members present were R.J. Chittams, Jim Eubanks, Susan Freeman, Martha Francis Graham, Anita Holcombe, Randall Phifer, Melissa Thornton, Jimmy Waddell, and Peggy Wingo.

Proxies: Bob Freeman for Susan Freeman; Laurie Holder for Amanda Sharp; Steve Burnett for Louise Huddleston

**I.** **Approval of minutes from the September 11th Meeting**

Susan Freeman noted that Tuesday should be changed to Monday. Jimmy Waddell made a motion to accept the minutes with that change. Anita Holcombe seconded. Motion passed.

**II. Approval of agenda**

 Peggy Wingo made a motion to accept the agenda as presented. Martha Francis

seconded. Motion passed.

**III. President’s Report**

Salary adjustments with promotion

 Currently, employees who are promoted are entitled to a maximum 5% raise. A

 resolution has been proposed which will increase this amount in one of three ways:

 1. An automatic raise of 10%

 2. An increase of 5% per grade level

 3. An increase to the minimum of the new grade, if the grade is significantly higher than

 the employee’s current grade.

**IV. Unfinished Business**

 No unfinished business.

**V. New Business**

 a. Catalog change

 Currently, students who are within six hours of completing their degree requirements are

 permitted to walk at commencement with the approval of the appropriate department

 chair and college dean. It is proposed that the following language be added:

 In cases where students are not able to complete degree requirements due to

 academic honesty violations, requests to march at commencement will not be

 considered. Students are expected to complete degree requirements the

 following semester/term and receive their diploma.

 R.J. Chittams voiced concern over this change because students who had been accused

 but not found guilty of academic dishonesty would be denied the opportunity to walk

 with their classmates when they may be innocent. He recommended that the previous

 statement should be revised to say “In cases where students are not able to complete

 degree requirements due to **confirmed** academic honesty violations…” Jimmy Waddell

 made a motion to accept the policy with that change. R.J. Chittams seconded. The motion

 passed.

 b. Proposal on Centers and Institutes

 R.J. Chittams made a motion to accept the Policies and Guidelines for Centers and

 Institutes. Martha Frances Graham seconded. Motion passed.

 c. Filling of one position to the NCAA Division 1 Work Group

 R.J. Chittams volunteered to fill this position.

 d. Goals for 2012-2013 Staff Senate

 Jim Eubanks asked for recommendations from the Staff Senate for goals for the

 upcoming year. Melissa Thornton recommended that some agreement be reached

 regarding faculty and staff use of the Student Recreation Center. Jim Eubanks requested

 that this goal be expanded to University wellness initiatives including the Health Center,

 HPER, and HR.

Jim Eubanks suggested that a Staff Attitudes Survey be created, which would be similar to the Faculty Attitudes Survey that is conducted annually.

**VI. Announcements**

The next meeting will be November 12, 2012, 10 a.m., in the Raburn Conference Room.

**VII. Adjournment**

Adjournment at 11:05 a.m.

Respectfully Submitted,

Melissa B. Thornton