**Staff Senate Meeting Minutes**

**Monday, February 13, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:04 am on February 13, 2012. The meeting was conducted in the Raburn Conference Room.

Members Present Were: Ethan Humphres, Jim Eubanks, Martha Frances Graham, Keith Fields, Susan Freeman, Anita Holcombe, Louise Huddleston, Amanda Sharp, George Sherrill, Joan Smith, Melissa Thornton, Peggy Wingo, and Cindy Wood.

Excused Absence: James Burton

Proxy: Jarrod Russell for Randall Phifer

1. **Approval of Minutes from the November 14th meeting.**

After adding Joan Smith to the members present portion of the November minutes a motion was made to accept the minutes by Louise Huddleston. Seconded by Peggy Wingo. Motion passed.

1. **Approval of Agenda**

All present accepted the agenda as presented. A motion to accept the agenda was made by Jim Eubanks and seconded by Louise Huddleston. Motion passed.

1. **Reports**
	1. Staff Senate President’s Report
		1. The Kilby committee is in the beginning stages of looking at the finances.
		2. SGA is bringing the Thanksgiving Break proposal back though Shared Governance. They are still trying to figure out how to fit this into the calendar.
	2. Staff Senate is now short one member because of Melody Stewart’s job change. We still need a replacement for her to finish out her term.
2. **No unfinished business that needed to be discussed.**
3. **New Business**
	1. Transient Enrollment Policy- the new policy puts the responsibility on the student
	2. Motion made by Joan Smith.
	3. Second by Cindy Wood.
	4. Motion Passed.
4. **Discussion**
	1. Campus-wide forum ideas- we are still thinking about doing this for the September or October meeting.
	2. Professional Development- possibly something dealing with stress management or health and wellness.
	3. Shared Governance Committee Review- each senator will take one committee and then contact the staff member on the committee to see if they feel staff is adequately represented and if not how many will need to be added. Also they will ask to see if anyone needs to be added by position. Each senator needs to have some preliminary information by the March meeting so we can finalize everything by the April meeting.
	4. The committee breakdown is as follows:
		1. SGEC- Ethan Humphres, Jim Eubanks, and Martha Frances Graham
		2. Food Service- Ethan Humphres
		3. Human Subjects- Louise Huddleston
		4. Academic and Student Affairs- Susan Freeman
		5. Animal Care and Use Committee- No need to review
		6. Infrastructure Development Committee- Randall Phifer
		7. Athletic Committee- Jim Eubanks
		8. Distance Learning- Keith Fields
		9. Faculty/Staff Welfare Committee- Cindy Wood
		10. Graphic Standards- Amanda Sharp
		11. Institutional Effectiveness- Melissa Thornton
		12. International Programs/Offerings Committee- Joan Smith
		13. Multicultural Advisory Committee- Martha Frances Graham
		14. Parking and Traffic- Peggy Wingo
		15. Research Committee- Ethan Humphres
		16. Safety and Emergency Preparedness- George Sherrill
		17. Strategic Planning and Budget Committee- Cindy Wood
		18. Student Financial Services Committee- Jim Eubanks
		19. Technologies Advisory Committee- Amanda Sharp
		20. Undergraduate Readmissions Committee- Anita Holcombe
5. **Announcements**
	1. SACS will be on campus in a few weeks.
	2. Future Meeting Dates
		1. March 12, 2012
		2. April 9, 2012
		3. May 14, 2012
		4. June 11, 2012 (Subject to Board of Trustees meeting date)
6. **Adjournment- 11:00 am.**

Respectfully submitted,

Martha Frances Graham