**The Staff Senate Meeting Minutes**

**Tuesday, October 14, 2013**

**Raburn Conference Room**

**Minutes**

**I. Call to Order**

The regular meeting of the Staff Senate was called to order at 10:00 a.m. on October 14, 2013 in the Raburn Conference Room.

**II. Introduction of Proxies & Roll Call**

Members present were Melissa Thornton, Jimmy Waddell, Anita Holcombe, Keith Fields, Randall Phifer, Peggy Wingo, R.J. Chittams, Janet Jones, Pam Belew (proxy for Susan Hughes), Paula Hailey, George Sherrill, Thomas Tidmore and Molly Vaughn.

Absent: Haley Brink, Susan Hughes

**III. Approval of Minutes from the September 9th Meeting**

Ms. Paula Hailey made a motion to approve the minutes from September 9th. Ms. Molly Vaughn seconded. All present and approved the minutes as presented.

**IV. Approval of Agenda**

Ms. Melissa Thornton had two additions to the Agenda- which included E-business and Staff Attitudes Survey. Ms. Peggy Wingo made a motion to approve the agenda. Ms. Molly Vaughn seconded. All present and approved the agenda as presented.

**V. Staff Senate President’s Report**

Ms. Melissa Thornton reported from the previous Board Meeting:

No employee cost of living raises were approved this year

Annual budget was approved as Dr. Steve Smith submitted

New student dorms to replace Rice/Rivers

Ms. Melissa Thornton also reported from the previous Shared Governance Executive Committee

discussions concerning:

Request from Technologies Advisory Committee for Administrative Privileges Policy (to replace previously submitted proposal for Faculty and Staff Computer Administrative Rights)

Request from Technologies Advisory Committee for revised Network and Computer Monitoring Policy

Request from Staff Senate for additional staff members be added to various committees

**VI.** **Unfinished Business**

Mr. Jimmy Waddell reported on the Wellness Program Committee. He provided handouts to staff members recommending February 21, 2014 as UNA Wellness Day. The handout detailed plans for the Wellness Fair pending President Cale’s approval. The Wellness Program Committee would like to make this fair a yearly event in the GUC. Mr. Keith Fields made a motion to move forward with seeking President Cale’s approval of the plans, Ms. Anita Holcombe seconded. All present and approved the plans as presented.

Ms Melissa Thornton was still receiving replies from Staff Senate members picking the top five issues from the Staff Attitudes Survey. Once all members have chosen these, the Staff Attitudes Survey Committee will meet and move forward with results.

At last Staff Senate meeting- plans were to report at Board Meeting the results of the Survey, but after further consideration, results of the Survey will need to be discussed with President Cale prior to reporting to Board Members.

**VII. New Business**

Ms. Melissa Thornton requested revisions to the bylaws: E-business and Staff Attitude Survey and HR representative to Staff Senate.

Staff Attitudes Survey

A Staff Attitudes Survey will be conducted annually near the end of the spring semester in order to assess the needs of the staff and to initiate goals for the Senate. The survey questions will be created by the Senate with cooperation from the Office of Institutional Planning and Research. The survey must be conducted in such a way as to assure staff members of anonymity and to ensure the confidentiality of their responses.

A motion was made by Mr. Jimmy Waddell to make this addition to the bylaws. Ms. Anita Holcombe seconded. All present and approved the addition as presented.

E-business

Items that are brought to the Staff Senate between regularly scheduled meetings which require immediate attention, or which do not require an assembly may be conducted through e-business. Any action requires a response from the majority of the Senate, and will allow forty-eight (48) hours for a response before the item is considered to be closed.

A motion was made by Ms. Peggy Wingo to make this addition to the bylaws. Mr. Jimmy Waddell seconded. All present and approved the addition as presented.

Addition of HR Representative (Catherine White) to Staff Senate

Discussions to take the Human Resource area out the Business and Financial Affairs and add it as a separate area as Human Resource Director or designee by position. After further discussion a motion was made by Mr. Randall Phifer to table this motion until further discussion. All present and approved to table this revision at the present time pending discussions.

**VIII. Discussions**

Initiating newsletter (with plans on goals)

Staff Senate Website under new construction with member contacts and monthly minutes

Staff raises - compensation (career) ladders

Compensation (career) ladders implemented for Environmental Services beginning January 1st 2014

**IX. Announcements**

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

**X. Adjournment**

Motion to adjourn meeting at 11:25.

Respectfully Submitted,

Anita Holcombe