**The Staff Senate Meeting Minutes**

**Tuesday, November 11, 2013**

**Raburn Conference Room**

**Minutes**

**I. Call to Order**

The regular meeting of the Staff Senate was called to order at 10:00 AM on November 11th, 2013 in the Raburn Conference Room.

**II. Dr. Rob Koch – First Year Experience**

UNA’s First-Year Experience Program is an opportunity for the students to get comfortable with their new college home while developing skills for college success. Dr. Koch discussed that program goals were to help orient students to the community, assist students as they develop critical academic and personal skills necessary for academic success, and encourages students to explore major and career possibilities. Dr. Koch also discussed one of the program components – Retention software. All First Year Experience instructors and University Advisors will be expected to contribute through the use of this software. This information will be used to report on needs and situations where early intervention or student support are needed. The goals/components are covered in a brochure for Faculty and Staff that Dr. Koch distributed during the meeting. The second brochure Dr. Koch distributed was given to students on Preview Day and will be sent to additional students and parents. Dr. Koch emphasized that UNA staff are partners with faulty when retention is the goal. This was not just a change in adding a class, but a change in our process in how we bring student into our community and make them part of the Pride.

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

Members present were Melissa Thornton, Jimmy Waddell, Anita Holcombe, Keith Fields, Randall Phifer, Peggy Wingo, Haley Brink, R.J. Chittams, Molly Vaughn, Susan Hughes, Paula Hailey, George Sherrill, and Thomas Tidmore.

Absent: Janet Jones

**IV. Approval of Minutes from the October 14th Meeting**

Mr. R.J. Chittams made a motion to approve the minutes from October 14th. Ms. Molly Vaughn seconded. All present and approved the minutes as presented.

**V. Approval of Agenda**

Ms. Peggy Wingo made a motion to approve the agenda. Ms. Molly Vaughn seconded. All present and approved the agenda as presented.

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

Ms. Melissa Thornton reported from her meeting with President Cale. Main concerns discussed were salaries, hiring promotions, harassment, attitude toward Staff Senate, and low morale among staff employees. Salaries being one of the top concerns, a suggestion was to send a letter to the Board of Trustees expressing staff’s concerns regarding a vote for no cost of living raise this year. Ms. Melissa Thornton reported that President Cale was surprised with cases of harassment reported on the Staff Senate Survey. President Cale suggested using UNA ombudsmen (Dr. Alex Takeuchi) in these situations. He is trained to assist with situations concerning harassment. Finally suggestions from President Cale to initiate plans to get the results of the Staff Senate Survey to the people whom can make a difference.

Ms. Melissa Thornton also met with Ms. Catherine White regarding the procedures used to allocate funds dedicated to get staff to midpoint. Ms. Catherine White shared that the system is still working in the past, for example, a staff member could be receiving an increase based on a previous job title midpoint. Ms. Catherine White will be addressing the Staff Senate meeting in December to try and answer many questions regarding this system. Ms. Melissa Thornton reported that it would take $421,299 to get all staff employees to midpoint. Projections are being done to confirm how many years it will take allocating only $100,000 each year.

Ms. Melissa Thornton also reported that a Staff Newsletter is on the horizon. This will allow staff to post news, updates, and issues.

**VII. Shared Governance Committee Reports**

Shared governance formed subcommittee to look at the staff/faculty ratio on the Shared Governance Committee with the possibility of adding more staff with voting rights.

**VIII. Unfinished Business**

Mr. Jimmy Waddell had no updates on Wellness Program at this time.

**IX. New Business and Discussion**

Ms. Melissa Thornton asked for nominees for Multicultural Advisory Committee (1 from International Affairs and 1 from Student Engagement) and also nominees for the Parking and Traffic Committee (Staff-at-large). Ms. Molly Vaughn nominated Hua Yang (Echo) from International Affairs, pending her willingness to serve. Joy Daly was nominated to serve on the Parking and Traffic Committee, pending her willingness to serve.

On November 15th at 10:22 AM thru e-business, Ms. Melissa Thornton confirmed that Ms. Joy Daly is willing to serve on the Parking and Traffic Committee, and Ms. Hua Yang (Echo) is willing to serve on the Multicultural Advisory Committee. Ms. Melissa Thornton entertained a motion to appoint both. On November 15th at 10:24 AM, Ms. Peggy Wingo made a motion to elect Ms. Joy Daly and Hua Yang (Echo). Ms. Paula Hailey seconded. On November 18th at 10:59 AM thru e-business a motion was passed.

On December 5th at 2:58 PM thru e-business, Ms. Melissa Thornton attached a document regarding revisions to standard 4.8 of the SACSCOC Criteria for Accreditation. Both faculty senate and SGA passed recommendation # 1 and # 2 as written, and only the first part of #3 because it stipulates that faculty must post an announcement in Angel at the first date it is available to students, and faculty sometimes do not have access to Angel until sometime after students do. Ms. Melissa Thornton entertained a motion to accept recommendations # 1, and #2, and the first part of #3. Mr. Thomas Tidmore made a motion to accept. Ms. Haley Brink seconded. On December 6th thru e-business a motion was passed.

**X. Announcements**

On November 26th at 10:00 AM in the Raburn Conference room a special meeting with President Cale has been scheduled. All topics and questions should be sent to Ms. Melissa Thornton prior to this meeting.

Next Staff Senate meeting will be December 9, 2013 at 10:00 AM in the Raburn Conference Room. Ms. Catherine White will attend to show members the “model” that determines how the annual $100,000 is distributed among staff employees still below midpoint.

**XI. Adjournment**

Motion to adjourn meeting at 11:35.

Respectfully Submitted,

Anita Holcombe