**The Staff Senate Meeting Minutes**

**Tuesday, December 9, 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 December 9, 2013 in the Raburn Conference Room.

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

Members present were Melissa Thornton, Jimmy Waddell, Anita Holcombe, Chuck Fadell (Proxy for Keith Fields), Peggy Wingo, Haley Brink, R.J. Chittams, Janet Jones, Molly Vaughn, Susan Hughes, Paula Hailey

**Absent:** Keith Fields, Randall Phifer, George Sherrill, and Thomas Tidmore

**III. Approval of Agenda from the December 9th Meeting**

Ms. Haley Brink made a motion to approve the agenda from November 11th. Ms. Molly Vaughn seconded. All present and approved the agenda as presented.

**IV. Approval of Minutes from the November 11th Meeting**

Ms. Susan Hughes made a motion to approve the minutes. Ms. Peggy Wingo seconded. All present and approved the minutes as presented.

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

No updates to report.

**VI. Shared Governance Committee Reports**

No updates to report.

**VII. Unfinished Business**

Mr. Jimmy Waddell reported that the Wellness Day is scheduled for February 19th. The Wellness Program Committee agreed the date needed be around National Wellness Day, which is Saturday February 22nd. Location of the event will be in the GUC and Banquet Halls. A vendor list has been assigned to committee members, and an update on this will be announced at Staff Senate meeting in January.

Ms. Melissa Thornton reported that Staff Attitude Survey will be posted on the website.

**VIII. New Business and Discussion**

Ms. Catherine White reports on salaries:

* Master Salary Spreadsheet - implemented on 10/1/08 – used by consultants – given to HR – still using the original version
* Demonstration data: employee, grade, minimum/midpoint/maximum point, current salary, class date, and 20% increase each year to midpoint (5 yrs.) - but limited to only $100,000 yearly allocation for salaries increases, process is taking longer than the 5 year projection- estimated projection date of 2020 to progress pending staff to midpoint
* Alternatives to expedite process- increase $100,000 yearly allocation to $150,000 or $200,000, or one-time amount of $386,000
* Faculty raises (same $100,000 yearly allocation for salaries increases) based on reclassifications from Assistant, Associate, to Full Professor – not based on progression to midpoint as Staff raises
* Compensation ladder – awards employees for benchmarks – not implemented at present time
* These compensation ladder benchmarks would include any degree earned that was not required in job position- also a certification would also be included as a benchmark
* Presently using a five-year to midpoint philosophy for compensation- goal is to match the market

Ms. Melissa Thornton and Ms. Catherine White to meet with President Cale concerning alternative solutions to staff progression to midpoint

Discussions to proceed with letter addressed to UNA Board of Trustees concerning a cost of living raise for the staff

**IX. Announcements**

Next Staff Senate meeting will be January 13, 2014 at 10:00 AM in the Raburn Conference Room.

**X. Adjournment**

Motion to adjourn meeting at 11:15.

Respectfully Submitted,

Anita Holcombe