**Staff Senate Meeting Minutes**

**Monday, April 8, 2013**

**Raburn Conference Room**

**Minutes**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on April 8, 2013 in the Raburn Conference Room.

Members present were Haley Brink, RJ Chittams, Jim Eubanks, Martha Frances Graham, Louise Huddleston, Randall Phifer, Joan Smith, Melissa Thornton, Jimmy Waddell, and Peggy Wingo. Proxies were Margaret Farley for Susan Freeman and LaLana Hawk for Anita Holcombe.

Mr. Waddell made a motion to approve the minutes from the March 18th meeting. Mr. Chittams seconded. The minutes were approved. Ms. Thornton made a motion to approve the agenda, and Mr. Waddell seconded. The agenda was approved.

Mr. Eubanks reported that the SGEC has formed a work group to study the Environmental Services promotion policy. Also, the bid was approved for the Science and Engineering building, and the ground-breaking will most likely take place sometime in May.

The Senate needs to provide nominations for Shared Governance committees by Friday, April 12th. Also, Staff Senate has several members whose terms will expire in May. Nominees for our vacancies should also be submitted to Mr. Eubanks by April 12th. He will confirm with the nominees that they accept the nomination. Staff Senate must elect a President, Vice President and Secretary for the coming year. Mr. Eubanks suggested that we have a second meeting in April for that purpose.

Mr. Waddell asked how to handle the custodial position on the Senate since Housing has assumed responsibility for Environmental Services. He suggested that the position be rotated between a custodian from University Custodial Services and an Environmental Services employee from Housing. Ms. Thornton said she believed that the Environmental Services employees should be counted as members of the Student Affairs staff and should be represented as such. It was agreed that the discussion would be continued at a later meeting. Additionally, since a staff member from Human Resources was added this year as a voting member, the Senate now has one member more than planned for in the Bylaws. This was also tabled for a later meeting.

The next meeting will be Monday, April 22nd. Adjournment at 11:00.

Respectfully Submitted,

Melissa B. Thornton