**UNA Staff Senate**

Thursday, April 16, 2015

Raburn Conference Room

Minutes of the Meeting

1. Call to Order – Senate President Waddell called the meeting to order at approximately 10 a.m. Members present and comprising a quorum were: Haley Brink, Salena Denton, Kelly Ford, Paula Hailey, Susan Hughes, Janet Jones, Jerrod Russell, George Sherrill, Melissa Thornton, Thomas Tidmore, Tyler Unsicker, Dr. Molly Vaughn, Jimmy Waddell, and Russ Wilson.

Anita Holcombe was absent. Clinton Carter, Vice President for Business & Financial Affairs, was present by invitation.

1. Approval of Agenda – Ms. Hailey made a motion to accept the agenda with one item added to Unfinished Business (Staff Survey) and one item to New Business (Nominations). Ms. Brink seconded and the motion carried.
2. Approval of Minutes from March 9, 2015 – Mr. Wilson moved to accept the minutes as printed. Ms. Thornton seconded and the motion carried.
3. Staff Senate President’s Report
4. As VP Carter had another meeting following this one, Senate President Waddell delayed his report, so that Mr. Carter could address the Senate and answer questions. Points he made included:
5. The move to mid-point is a top priority for him, as well as for Pres. Kitts, but will be dependent on enrollment, or more specifically, credit hour production.
6. In his opinion, the amount allocated to the move each year will be between $100,000 and $400,000, most probably somewhere in the middle.
7. The budget process will begin in May and will be finalized in September for the 2015-16 year.
8. 48 employees opted to take the SVRI (early retirement option), and that will realize a net savings to the University of $4.8m over the next five years. 44 of the 48 will be replaced over the next couple of years. 25 of them have signed up to come back as retirees, making a maximum of $24,000.
9. In response to a question about an annual cost of living adjustment (COLA), VP Carter responded that it probably cannot happen on an annual basis, but his goal is to implement a 3% COLA every other year.
10. A staff attorney is being hired to cover our vulnerability to legal issues and to negotiate contracts on the University’s behalf. The ultimate result would be that those negotiations cover the attorney’s salary.
11. Flexible Spending Account (FSA) – he encourages all staff members to enroll in and use this benefit – only 39 people on campus are using it.
12. A minimum pay policy was adopted by the Executive Council stating that no full-time University employee will make below $10 per hour.
13. A tentative plan is in the works to give University employees a half-day off on Fridays during the summer.
14. Dr. Kitts was able to attend Higher Ed Day in Montgomery and was well received.

1. Shared Governance Committee Report – one item was forwarded from the SGEC to be voted on, the Code of Academic Integrity. Mr. Russell made a motion to approve the revisions to the policy. Mr. Wilson seconded and the motion carried.
2. Unfinished Business
3. Midpoint Funding Committee – no report.
4. Full-time Faculty and Staff Wellness Program – there has been no progress.
5. Staff Survey – the survey will go out tomorrow and all senate members should encourage their constituents to complete it.
6. New Business
7. Nominations for Staff Senate officers will be presented at the May 11 meeting. Chair will call a special meeting two weeks later for elections (or maybe by email).
8. Discussions - none
9. Announcements
10. The next meeting will be held May 11, 2015, at 10 a.m., in the Raburn Conference Room.
11. Chair Waddell met with Pres. Kitts yesterday (Wednesday, April 15) and the President said that the move to mid-point for staff is his top priority.
12. Chair Waddell will invite Pres. Kitts to the May Staff Senate Meeting and VP Carter to return for the June meeting.
13. Dr. Chris Maynard would like to meet with the Staff Senate to discuss administrative assistant positions.
14. Adjournment – 11:15 a.m.

Respectfully submitted,

*Kelly Ford*

for Anita Holcombe