**The Staff Senate Meeting Minutes**

**Monday, August 8, 2016**

**Raburn Conference Room**

**Minutes**

1. **Call to Order**

The regular meeting of the Staff Senate was called to order at 10:00 a.m. on August 8, 2016 by President Dr. Kevin Jacques in the Raburn Conference Room.

1. **Introduction of Proxies and Roll Call**

Members present were: Dr. Kevin Jacques, Melissa Thornton, Bishop Alexander, Lillian Akin, Jennifer Murray (proxy for Caleb Banks), Haley Brink, Gigi Broadway, Bobby Champagne, Mitch Coffman, Salena Denton, Anita Holcombe, Janet Jones, LaNita Riant, Lori Eastep (proxy for Regina Sherrill), Amanda Sizemore, Luke Underwood, Dr. Molly Vaughn, Jimmy Waddell, Christy Waters, and Ben Finley (proxy for Russ Wilson)

**Absent:** Kelly Ford, Caleb Banks, Melissa Bolton, Jarrod Russell, Regina Sherrill, and Russ Wilson

1. **Approval of Minutes for the July 11th Meeting**

Dr. Kevin Jacques asked members for approval of July 11th minutes. Mr. Bobby Champagne made a motion to approve the minutes. Ms. Lillian Akin seconded. All present approved the minutes as presented.

1. **Approval of Agenda for August 8th Meeting**

Dr. Kevin Jacques asked members for approval of the August 8th agenda. Mr. Luke Underwood made a motion to approve the agenda. Mr. Bishop Alexander seconded. All present approved the agenda as presented.

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

(A) COLA and Progress to midpoint----Dr. Kevin Jacques reported that he has spoken to Ms. Catherine White and she has confirmed that President Kitts is pushing forward with the COLA for the upcoming year contingent on the $1Million reserve request from the Board and the credit hour production. Dr. Jacques also discussed with Ms. White the concerns to retain the funds that were aside for the procession to midpoint.

(B) Smoke free campus update----President Kitts has charged Mr. David Shields (with the assistance of a committee) with establishing the locations of the smoking stations. Signs will be posted identifying these locations. A heavy marketing campaign will follow. Still an issue is the enforcement –which is not going to be the responsibly of UNA police, but everyone on campus self-enforcing.

 **VI. Unfinished Business**

(A) Staff Senate survey-----Dr. Kevin Jacques distributed a copy of the Staff Senate survey excluding the comments. Ms. Melissa Thornton provided an overview of the results. The results display a comparison of 2014, 2015, and 2016. The survey results will be posted on the Staff Senate website.

(B) Goals for upcoming year----- Dr. Kevin Jacques ask staff members to use the survey results and set 2 or 3 achieving goals for the upcoming year. Dr. Jacques will follow-up this week with an email sharing his thoughts and seeking member thoughts as well.

**VII. New Business**

(A) Employee pictures in the Directory-----Dr. Kevin Jacques reported that there have been some staff concerns regarding having their picture in the Directory. He reported there is not a campus-wide policy at the present time requiring employees to participant. These pictures are highly encouraged. However, if a staff member is opposed, it is not mandatory.

**VIII. Discussions**

Sick leave policy in Environmental Services to be revised with alternative procedure per Ms. Catherine White and Mr. Michael Gautney.

Revised job descriptions/job titles in grounds to be addressed by the department director. Ms. Catherine White has acknowledged the need to update job titles across campus.

Discussions that free patches/gum be made available to those employees/students who smoke to aid in the transition to a smoke free campus.

**IX. Announcements**

(1) Dr. Kevin Jacques announced the next upcoming Staff Senate meeting is scheduled for September 12, 2016.

(2) Bishop Alexander announced that UNA Fall Preview Day is scheduled for Saturday, November 5, 2016.

**X. Adjournment**

Ms. Anita Holcombe made a motion to adjourn meeting. Mr. Luke Underwood seconded. All present approved.