



## **UNA Staff Senate**

May 8, 2023

10:00 AM GUC 200

- I. Call to Order – President Melissa Bolton called the meeting to order at 9:55 a.m.
- II. Roll Call (Senators, Proxies, Visitors) Roll call - Members present and comprising a quorum were: Ms. Michele Aycock, Ms. Laura Beasley, Ms. Melissa Bolton, Ms. Sheena Burgreen, Ms. Lanita Crews, Mr. Jose Figueroa-Cifuentes, Mr. Brian Ford, Ms. Marissa Gatlin, Mr. Scott Heath, Ms. Sara Beth Humphres, Ms. Janet Jones, Ms. Joy Kelly, Mr. Jeremy Martin, Ms. Jacinta Mastin, Ms. Amy Thompson, Ms. Melissa Williams, Ms. Erin Wittscheck, Mr. Jeremy Woods, and Ms. Jocelyn Wright. Ms. Carrie Hibbett attended as proxy for Ms. Lindsey Goode.
- III. Special Guests – Members of the Strategic Planning and Development Committee to present the University 5 Year Plan Strategic Planning Process- Staff Senate members were placed in 4 groups to list the strengths, weaknesses, opportunities, and threats/challenges for UNA. Each group spent 5 minutes at each station. At the end the top five items on each list were identified and will be used in discussions as the new strategic plan is developed.
- IV. Approval of Agenda – Ms. Sheena Burgreen made a motion to approve the agenda. Ms. Melissa Williams seconded and the motion carried.
- V. Approval of Minutes
  - a. April 2023 Minutes – No minutes to approve as April’s meeting was conducted via E-Business.
- VI. Staff Senate President’s Report
  - a. President Melissa Bolton thanked everyone for their support as this will be her last meeting as Staff Senate President. She also updated the group on the proposed paid leave policy—she informed the group that they can check the SGEC minutes to see that the Staff Senate approved the proposed leave policy to move forward with additional comments and items that should be looked at in the future.
- VII. Committee Reports
  - a. Staff Attitude Survey (Ms. Melissa Bolton) – Official results from Qualtrics are expected in late May. There were 271 staff members who participated in the survey.

- b. Staff Merit – The annual Staff Merit process will begin at the end of May by contacting Human Resources for a list of staff who are eligible. The application process will take place over the summer.
- c. Staff Visibility (Mr. Brian Ford) –Miami Ice will be on campus for all staff on Tuesday, May 16 from 1 pm until 2 pm at the plaza in front of Norton Auditorium. A rain location is being considered.
- d. Distinguished Staff Employee of the Year (Mr. Brian Ford) – The award recipients are Janet Jones and Billy Burns. They received their awards at the UNA Annual Awards Gala.
- e. Terminal Degree Assistance Committee (Mr. Brian Ford) – The application period will begin again in September.

VIII. Unfinished Business

- a. No unfinished business.

IX. New Business

- a. Nomination and Election of Staff Senate Officers for 2023-2024- Mr. Brian Ford will move into the role as President of Staff Senate. Mr. Jeremy Martin was nominated for Vice President. A motion was made to elect him as VP. Melissa Bolton seconded and the motion carried. All approved. Ms. Sara Beth Humphres was nominated for Secretary. Melissa Bolton made a motion to elect her as Secretary. Mr. Jeremy Woods seconded and the motion carried. All approved.
- b. Revised Copyright Policies – Ms. Michelle Aycock made a motion to approve the policies. Ms. Jocelyn Wright seconded and the motion carried. All approved.
- c. Approving nominations of Staff Vacancies on Shared Governance Committees – Proposed staff members' names were read. Ms. Melissa Bolton made a motion to approve. Ms. Amy Thompson seconded and the motion carried. All approved.

X. Discussion – None.

XI. Announcements

- a. Meet and Greet-Miami Ice May 16, 2023 1 pm – 2 pm
- b. May 29<sup>th</sup> – University Closed – Memorial Day
- c. Have a great summer!

XII. Adjournment – Ms. Amy Thompson made a motion to adjourn. Ms. Melissa Williams seconded and the meeting was adjourned at 10:20 a.m.