

UNA Staff Senate
November 13, 2023
10:00 AM GUC 200

- I. Call to Order-President Brian Ford began the meeting at 10:00am
- II. Roll Call (Senators, Proxies, & Visitors) Members present and comprising a quorum were: Ms. Jacinta Mastin, Ms. Debbie Williams, Ms. Amanda Willingham, Ms. Janet Jones, Ms. Erin Wittscheck, Ms. Lindsey Goode, Ms. Joy Kelly, Mr. Jose V. Figueroa-Cifuentes, Mr. Jeremy Woods, Mr. Brian Ford, Ms. Salena Denton, Ms. Marissa Gatlin, Mr. Mickey Price, Ms. Hollon McCullar, Ms. Megan Simmons, Ms. Michelle Aycock, Mr. Jeremy Martin, and Ms. Anna Leigh Rossi. Ms. Hadley Skalnik was a proxy for Ms. Mary Harber. Ms. Sara Beth Humphres, LaNita Crews, Mr. Jarrod Russell, Ms. Kari-Kay Cassady, and Dr. Kathleen Richards, were absent with no proxies.
 - a. Kevin Hudson, Director of Facilities Administration & Planning was present for meeting and shared the following information at the start of the meeting. A proposal is being presented that looks closer at how overtime pay is calculated. Currently annual and sick leave count towards 40 hours leading up to overtime for hourly workers. The proposal is that holiday hours will now reflect towards your 40 hours a week, and sick hours will not. Mr. Hudson stated that this is a proposal that is currently in the works, and he wanted the opportunity to share with this body before additional information/materials are shared with further details.
- III. Approval of Agenda-Mr. Jeremy Woods made a motion to approve the agenda. Ms. Michele Aycock seconded, and the motion carried.
- IV. Approval of Minutes- Ms. Janet Jones made a motion to approve the minutes. Mr. Jeremy Woods seconded, and the motion carried.
- V. Staff Senate President's Report-President Brian Ford stated that President Kitts asked him to serve on the search committee for the Provost position. At this time, there is no initial meeting yet; however, Mr. Ford will be providing updates and information going forward while serving on the search committee. Mr. Ford is on the strategic planning steering committee for the 2024-2029 strategic plan. Last May, a SWOT analysis was conducted, and data was collected from various departments across campus. The committee is in the final stages of the development of the strategic plan and will present it to the Board of

Trustees meeting in December. No questions or concerns for Mr. Ford at this time. End of report.

VI. Committee Reports

- a. Staff Attitude Survey - President Brian Ford said that there is no update at this time. The staff attitude survey will go out in the Spring.
- b. Staff Merit - President Brian Ford said that so far, there is one staff member who has been approved this year.
- c. Staff Visibility - Ms. Michelle Aycock said thank you to those who have brought a door prize for the upcoming cookies, coffee & cocoa event on December 12th. Items can still be donated at our next staff senate meeting. Ms. Aycock can also pick up items from your department if needed as well. The bookstore will be donating items for this event. Ms. Aycock has talked with Bishop Alexander, and he will be discussing the sponsorship of our Spring 2024 event by the UNA Alumni Association. Further information to come. Ms. Aycock has reached out to local vendors to inquire about what they could provide for a spring event. Quotes will be presented once all information is gathered.
- d. Distinguished Staff Employee of the Year - Vice President Jeremy Martin said there is no update at this time. Information will be sent out in January for this award.

VII. Unfinished Business

- a. AI Task Force update. The task force was approved. President Kitts is waiting on all areas to submit names of nominees so that the committee can be officially formed. The goal of the task force is to have a policy or guidelines to present to the Board of Trustees meeting in June. Mr. Ford has uploaded information/ guideline examples just for information purposes to the Staff Senate Teams for review if you choose.

VIII. New Business

- a. Staff Affairs Subcommittee. Mr. Ford suggested the formation of a staff affairs subcommittee. At this time, the Faculty Senate has a Faculty Affairs Subcommittee. The Faculty Affairs Subcommittee is charged with considering and preparing a written report of its recommendations on any matter assigned to it by the senate or the Executive Board of the Senate. The Staff Affairs Subcommittee would mirror the Faculty Affairs Subcommittee. Issues such as

HYFLEX would be examples of topics this committee would address. Mr. Ford proposed that this committee should be chaired by Mr. Jeremy Martin. Mr. Ford would be a committee member but a non-voting member. Mr. Ford would also like a senator from the following areas to serve on the committee. Academic Affairs, Student Affairs, Business & Financial Affairs, President's Area, and Advancement. This would allow all areas to have input on issues. Items Mr. Ford would like this committee to look at would be two issues that have been brought before Staff Senate: HYFLEX and Daycare options. Mr. Ford did develop a mock/sample survey regarding daycare interest from staff, faculty, and students. It was suggested to Mr. Ford that adding pre-K ages to this survey would be helpful. Mr. Ford asks that this survey be looked at further by this committee. Mr. Ford called for a motion to develop the committee as described. Mr. Jeremy Martin made a motion to approve the Staff Affairs Subcommittee. Mr. Jeremy Woods seconded, and the motion carried. Members of the Staff Senate Subcommittee: Mr. Jeremy Martin- Chair, Ms. Janet Jones, Ms. Anna Leigh Rossi, Ms. Salena Denton, Ms. Michele Aycock, and Ms. Debbie Williams.

- IX. Announcement- Cookies, Cocoa, and Coffee on Tuesday, December 12, 1-2pm in the GUC Loft.
- X. Adjournment-Ms. Michele Aycock made a motion to adjourn, and Ms. Debbie Williams seconded. The meeting was adjourned at 10:31am.

