

UNA Staff Senate
October 9, 2023
10:00 AM GUC 200

- I. Call to Order-President Brian Ford began the meeting at 10:02am
- 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. Mary Harber, Ms. Lindsey Goode, Ms. Joy Kelly, Mr. Jose V. Figueroa-Cifuentes, Dr. Kathleen Richards, Mr. Jeremy Woods, Mr. Brian Ford, Ms. Salena Denton, Mr. Jarrod Russell, Mr. Mickey Price, Ms. Hollon McCullar, Ms. Megan Simmons, Ms. Michelle Aycock, Mr. Jeremy Martin, and Ms. Anna Leigh Rossi. Ms. Jodi Gambrell was a proxy for Ms. LaNita Crews and Ms. Courtney May was proxy for Ms. Marissa Gatlin. Ms. Sara Beth Humphres and Ms. Kari-Kay Cassady were absent with no proxies.
 - a. Amber Sandvig (President of SGA) was present for the meeting as a guest and for hopeful joint efforts between Staff Senate and SGA in the future.
- 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-
 - a. No minutes to approve for September 2023, as this was an e-business meeting.
- V. Staff Senate President's Report-President Brian Ford stated that he met with Dr. Killen (Faculty senate president) and Amber Sandvig (SGA President) to discuss developing a joint task force to develop policies and guidelines surrounding Generative AI (example Chat GPT). The goal of this task force is to generate a policy for both academic and general employees that outlines clear expectations for students, faculty, and staff. Mr. Brian Ford stated that he has been given sample academic policies for generative AI that he will share with the Staff Senate once all information is gathered.
- 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 that has been approved this year.
- c. Staff Visibility- Ms. Michelle Aycock said that she reached out to GUC event staff to secure dates and times for the event. In addition, Ms. Aycock has reached out to Chartwells to discuss the menu and possible changes. Ms. Aycock will be working with her committee members to gather other ideas/ input on things to incorporate for the event.
- 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. None

VIII. New Business

- a. Generative AI Joint Task Force

Staff Senate President Mr. Brian Ford stated he was asked to write a proposal for the SGEC before forming said task force. This proposal was added to Staff Senate teams for senators to review. As it relates to Staff Senate, membership in this task force will consist of one Staff Senator from each represented area (President's Office, Academic Affairs, Student Affairs, and Business and Financial Affairs). Mr. Brian Ford stated that the one example he found for employee guidelines for Generative AI was on Chapman University's IT website; he will be looking for someone from ITS and Human Resources to serve on this task force as the guidelines will most likely be housed on either department's website. Once the process has been approved, there will be a call for nominations for said task force. Staff Senate President Brian Ford asked for a motion to table the nominations for the task force until approved by SGEC. Mr. Jeremy Woods seconded the motion. Motion carried.

- b. Hy-Flex Discussion

Ms. Janet Jones discussed concerns with the Hy Flex model as it relates to severe weather. It was discussed that faculty and students are able to work remotely or go the Hy-Flex model; however, most staff remain on campus unless their supervisor approves them for Hy-Flex work. Ms. Janet expressed that clarification is needed for Hy-Flex plans related to severe weather days. President Mr. Brian Ford shared

that he has talked to President Kitts about this issue. President Kitts stated that he would be talking to EC about this clarification needed. President Mr. Brian Ford reported that he stressed for a forward-facing policy/guideline for staff, faculty, and students for the Hy-Flex Model. President Brian Ford stated that President Kitts asked about members of EC attending a Staff Senate meeting in Spring 2024. The issue was also raised that the verbiage on the website related to Hy-Flex needs to reflect the policy/ guidelines. President Mr. Brian Ford suggested that this body could draft a policy to present to the EC regarding Hy-Flex. President Brian Ford will talk with SGEC for approval of establishing a committee, and this will be further discussed in the November meeting. It was also suggested that Staff Senate work with SGA and Faculty Senate to develop a policy together for clear expectations.

c. Daycare

President Mr. Brian Ford was approached about UNA providing or partnering with a local daycare for staff, faculty, and students in need of childcare. It was brought to his attention that child care in the Shoals area continues to be limited, and most daycares have waiting lists. President Mr. Brian Ford and Vice President Jeremy Martin talked to HR regarding this need. There is no plan in place at this time for UNA to have a daycare. President Mr. Brian Ford asked that senators reach out to their constituents and see if there is an interest/ need. Several senators reported that this is an issue they have talked to their constituents about and have expressed a need. It was brought up that a survey related to knowing how many Staff, Faculty, and Students have children and need childcare would be helpful in presenting data and proving need. If there is interest from constituents, let President Brian Ford know, and we will look into developing a survey.

IX. Announcement- No announcements

X. Adjournment-Ms. Michele Aycock made a motion to adjourn, and Dr. Kathleen Richards seconded. The meeting was adjourned at 10:29am.