



UNA Staff Senate

February 13, 2023

10:00AM GUC 200

- I. Call to Order – President Melissa Bolton called the meeting to order at 10:00 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, Mr. Jose Figueroa-Cifuentes, Mr. Brian Ford, Ms. Marissa Gatlin, Ms. Lindsey Goode, Mr. Scott Heath, Ms. Sara Beth Humphres, Ms. Janet Jones, Ms. Joy Kelly, Mr. Mickey Price, Dr. Kathleen Richards, Ms. Amy Thompson, Ms. Debbie Williams, Ms. Melissa Williams, Ms. Erin Wittscheck, and Mr. Jeremy Woods. Ms. Megan Simmons attended as proxy for Mr. Jeremy Martin and Ms. Calivee Tandy was proxy for Ms. Jocelyn Wright.
- III. Special Guests – Ms. Catherine White, Associate Vice President-Human Resources attended the meeting to discuss Health Insurance and Supplemental Benefit Policies. Health Insurance and Supplemental Benefits Policies are on a 3 year contract. Every three years new plans, new pricing, and options are reviewed. If an employee has Aflac, they can keep the policy but it will be a direct bill instead of payroll deduction. Supplemental life insurance does not require pre-screening during this open enrollment period. All employees are encouraged to update beneficiaries and contact information. If an employee has a supplemental life insurance policy currently, it will automatically roll over to Symetra. Deadline for updates without a double policy payroll deduction is 02/24 for biweekly employees and 03/10 for monthly employees. The final day for open enrollment is March 30. There is currently no increase in health insurance premiums; a slight increase in dental coverage. Copayments and deductibles were discussed.
- IV. Approval of Agenda – Ms. Laura Beasley made a motion to approve the agenda. Dr. Kathleen Richards seconded and the motion carried.
- V. Approval of Minutes
 - a. January 2023 Minutes – A correction was noted: Melissa Gatlin appears in minutes but it should read Marissa Gatlin. Ms. Erin Wittscheck made a motion to approve the agenda. Ms. Sheena Burgreen seconded and the motion carried.
- VI. Staff Senate President's Report

- a. President Melissa Bolton brought a situation to Staff Senate concerning a dependent (over age 26) of an employee who had served in the military being allowed to use the tuition remission, even though they have passed the age of 26, for the number of years they served in the military. President Melissa Bolton asked the Staff Senate to think about whether or not they would like to make a recommendation to allow the dependent to use this benefit. President Melissa Bolton stated she would ask Human Resources if they could administer a situation such as this.

VII. Committee Reports

- a. Staff Attitude Survey (Ms. Melissa Bolton) – This committee met last week. The subcommittee members went through the survey question by question to determine what questions should remain, which ones should be updated, and which ones should be removed. The questions concerning Covid 19 protocol will be removed. In the next meeting, a draft will be completed and then the Staff Senate will vote on it. The plan is to send the survey link out after Spring Break and before the end of the semester.
- b. Staff Merit – No Update. This will pick back up in the summer.
- c. Staff Visibility (Mr. Brian Ford) – This committee met last week. The plan is to have Kona Ice come out to campus the week after Commencement in May. Quotes are out for Miami Ice and The Chubby Hubby. The subcommittee would like to be able to have some sort of handout to give to staff who come by to the event with a QR code that takes them to the Staff Senate website. Mr. Brian Ford announced that someone will need to take over chairing this committee in the summer when he transitions into the role of Staff Senate President.
- d. Distinguished Staff Employee of the Year (Mr. Brian Ford) A Digest announcement was put out this week. Nominations are open until Friday, February 17th, 2023.
- e. Terminal Degree Assistance Committee (Mr. Brian Ford) – An announcement has gone out this week and will run until March 3rd, 2023.

VIII. Unfinished Business

- a. Internal Controls Policy- Continued until the conclusion of the audit.

IX. New Business

- a. Dangerous Weapons and Firearms Policy Review- President Melissa Bolton asked the Staff Senate members to read over the handouts she emailed out concerning this policy and become familiar with it. Staff Senate will table this topic until the policy revisions have been completed. An update will be provided next month. Mr. Jeremy Woods made a motion to table this topic until the next meeting. Ms. Amy Thompson seconded and the motion carried.
- b. Pine Street Safety Resolution – The university has asked President Melissa Bolton to sign a resolution, on behalf of Staff Senate, that will be sent to the City of Florence concerning safety measures to Pine Street. Ms. Joy Kelly made a motion

to approve President Melissa Bolton to sign the resolution. Ms. Debbie Williams seconded and the motion carried.

X. Discussion – None.

XI. Announcements

- a. 1830 Giving Initiative-Ms. Michele Aycock from the Advancement Office spoke to bring awareness that employees have the opportunity to contribute to the university. There are many areas to choose where to contribute. Donations are accepted via payroll deduction or online donation. The initiative begins on March 1, 2023. Each person who makes at least a \$10 donation will receive a recognition coin. Anyone who donates at least an \$18.30 donation will receive this year's coin and last year's coin.

XII. Adjournment – Ms. Amy Thompson made a motion to adjourn. Mr. Jeremy Woods seconded and the meeting was adjourned at 11:04 a.m.