

UNA Staff Senate

May 13, 2024

10:00 AM GUC 200

- I. Call to Order-President Brian Ford began the meeting at 10:00 am
- II. Roll Call (Senators, Proxies, & Visitors) Members present and comprising a quorum were: Ms. Jacinta Mastin, Ms. Debbie Williams, Ms. Erin Wittscheck, Ms. Mary Harber, Ms. Lindsey Goode, Ms. Joy Kelly, Dr. Kathleen Richards, Mr. Jeremy Woods, Mr. Brian Ford, Ms. Salena Denton, Ms. LaNita Crews, Mr. Jarrod Russell, Ms. Marissa Gatlin, Ms. Hollon McCullar, Ms. Anna Leigh Rossi, Ms. Megan Simmons, Ms. Michelle Aycock, and Mr. Jeremy Martin. Ms. Amanda Willingham, Ms. Janet Jones, Ms. Sara Beth Humphres, Ms. Kari- Kay Cassady, Mr. Mickey Price was absent with no proxies.
  - a. Brandon Blaylock, new Director of Web Development in Enrollment Marketing and Digital Communication was present as a guest to observe the meeting.
  - b. Ms. Minnette Ellis, Associate Vice President & Dean of Students, Chief Diversity Officer was present for the start of meeting to update Staff Senate on SB129. Ms. Ellis provided a copy of the bill for each senator. Ms. Ellis additionally reviewed main topics. Floor was open for discussion. Ms. Ellis provided senators with an update of how UNA is interpreting and handling the bill.
- III. Approval of Agenda-Mr. Jeremy Woods made a motion to approve the agenda. Ms. Debbie Williams seconded and the motion carried.
- IV. Approval of Minutes- Mr. Jeremy Martin made a motion to approve the minutes. Dr. Kathleen Richards seconded, and the motion carried.
- V. Staff Senate President's Report-President Brian Ford
  - a. Generative AI Task Force - The task force has finalized guidelines for the use of Generative AI on campus for faculty, staff, and students and has submitted the guidelines to SGEC. SGEC approved the guidelines and the recommendation to form an ongoing AI Committee, which we will discuss as part of the new business for this meeting.
  - b. Staff Attitudes Survey - 256 Staff completed this year's survey. Molly Mathis is working on coding the results and formatting the report.
  - c. Distinguished Staff Employee of the Year Award - I was honored to present this award to two deserving staff members during our Awards Gala:

1. Mr. Randall Phifer - Assistant Director, Network & Infrastructure, Information Technology Services
  2. Ms. Christy Waters - Director, Clinical Experiences, Educator Preparation in the College of Education and Human Sciences
- d. I look forward to seeing everyone for ice cream at our event tomorrow! It has been a pleasure serving as Staff Senate President with all of you, and I look forward to seeing what Staff Senate accomplishes next year!

VI. Committee Reports

- a. Staff Attitude Survey - President Brian Ford; No report at this time.
- b. Staff Merit - President Brian Ford said that there are no updates at this time applications will be reviewed in Fall 2024.
- c. Staff Visibility - Ms. Michelle Aycock – Chubby Hubby event may be rescheduled due to inclement weather or location will change to Rogers Hall. Communication will be sent out regarding event.
- d. Distinguished Staff Employee of the Year - Vice President Jeremy Martin - following two staff members were honored at University Gala
  - 1. Mr. Randall Phifer - Assistant Director, Network & Infrastructure, Information Technology Services
  - 2. Ms. Christy Waters - Director, Clinical Experiences, Educator Preparation in the College of Education and Human Sciences
- e. Staff Affairs - Mr. Jeremy Martin stated that the committee has sent their recommendations for a Hy-Flex policy to HR. Mr. Jeremy Martin shared highlights from the report sent to staff senate. Mr. Martin thanked the committee for all the hard work put into creating the document.

VII. Unfinished Business-

- a. Staff Vacancies on Shared Governance Committees; Staff Senators voted within Teams for vacant positions:
  - 1. Academic and Student Affairs Committee- Alyson Bergner
  - 2. Staff Welfare Committee – Amy Thompson
  - 3. Food Services Committee – Holly Underwood-Edens
  - 4. Multicultural Advisory Committee- Chase Wise
  - 5. Animal Care and Use Committee- Brian Ford

Mr. Brian Ford made a motion for the above individuals be voted in to the listed positions. Lindsey Goode seconded and the motion carried.

- b. 2024-2025 Staff Senate Vice President Nominations
  - 1. At our last meeting Ms. Megan Simmons volunteered for the Vice President position. Since our last meeting Ms. Simmons has withdrawn her nomination and Ms. Anna Leigh Rossi has volunteered for the position. No other nominations from the floor. Ms. Salena Denton made a motion for Ms. Anna Leigh Rossi to serve as the upcoming Vice President. Ms. Debbie Williams seconded and the motion carried.
- c. 2024- 2025 Staff Senate Secretary Nominations

1. Ms. Megan Simmons volunteered to stay as Secretary. Nominations were called from the floor, but none were made. Jeremy Martin made a motion to elect Megan Simmons as Secretary. Ms. Salena Denton seconded the motion and the motion carried.

VIII. New Business

a. SGEC Artificial Intelligence (AI) Committee Nominations

1. Mr. Brian Ford informed the body that two staff members at large are asked to be part of this committee. Senators were asked to reach out to their constituents regarding interest in this committee. Voting will be tabled at this time. A representative from Staff senate is also needed for this committee. Mr. Brian Ford stated that Mr. Jeremy Woods has expressed interested to serve on this committee. Mr. Brian Ford made a motion for Mr. Jeremy Woods to serve on the committee and Ms. Lindsey Goode seconded and the motion carried.

IX. Discussion

- a. Staff attitudes Survey - Institutional Research is working to finalize the survey. Once it is finalized, it will be shared with Staff Senate for approval. This will hopefully be done during our June E-business meeting. After the approval Staff Senate President will share with President Kitts and the Board of Trustees.
- b. Internal promotion salary vs. external hire salary - Ms. Anna Leigh Rossi stated that she had been contacted by a constituent regarding this issue and it was asked that Staff Senate look into this policy further. It was determined that the Staff Affairs committee will be looking at this policy and meet with HR.

X. Announcement - none at this time.

XI. Adjournment - Mr. Jeremy Woods made a motion to adjourn, and Dr. Kathleen Richards seconded. The meeting was adjourned at 10:42 am.