**UNA Staff Senate**

December 13th, 2021

10:00AM via Zoom

1. Call to Order – President Michael Smith called the meeting to order at 10:02 a.m.
2. Roll Call (Senators, Proxies, Visitors) Roll Call and introduction of Proxies-Members present and comprising a quorum were: Ms. Lillian Akin, Ms. Laura Beasley, Ms. Melissa Bolton, Ms. Gigi Broadway, Ms. Sheena Burgreen, Mr. Billy Burns, Ms. Heather Cole, Ms. Kali Daniel, Mr. Brian Ford, Ms. Marissa Gatlin, Mr. Scott Heath, Ms. Sara Beth Humphres, Ms. Joy Kelly, Ms. Kimberly Oakley, Mr. Mickey Price, Mr. Michael Smith, Ms. Amy Thompson, Ms. Christy Waters, Ms. Melissa Williams, and Ms. Jocelyn Wright. Ms. Alisha Brooks as Proxy for Ms. Lindsey Goode and Haley Newton as Proxy for Ms. Regina Sherrill.
3. Approval of Agenda – Ms. Gigi Broadway made a motion to approve the agenda and Ms. Melissa Bolton seconded and the motion carried.
4. Approval of Minutes
	1. November 2021 Minutes – There was discussion to remove names from discussion items in the minutes, to avoid any possibility of retaliation, effective with December minutes. Mr. Brian Ford made a motion to modify the November minutes to comply with this practice. Ms. Sheena Burgreen seconded the motion and the motion carried. Ms. Laura Beasley made a motion to approve the November 2021 minutes with modification. Ms. Melissa Bolton seconded the motion and the motion carried.
5. Staff Senate President’s Report
	1. Meeting with Catherine White
		1. Met to discuss terminal degree assistance – A subcommittee will be formed to work on items that have been initiated. A thought is that it will come from the budget, allowing 1-2 employees per year to pursue doctoral degrees, etc. Melissa Bolton will be the Chair of the committee, in addition to five senators at large, to meet each semester to finalize the program.
		2. Those that volunteered to be on the committee are Mr. Brian Ford, Ms. Laura Beasley, Ms. Sheena Burgreen, Ms. Joy Kelly, and Ms. Jocelyn Wright.
	2. CRTF Sunset – The CRTF has been dissolved for now. If the need is required, the task force can be reconvened.
6. Committee Reports
	1. No Committee Reports were given.
7. Unfinished Business
8. New Business
	1. Terminal Degree Assistance Committee (Appointment)
		1. Potential Re-Organization (Vice President and Secretary Duties) Amendment, from Vice President as Chair of Election to Subcommittee, and Secretary as Chair of Election.
9. Discussion – Mr. Michael Smith announced that he will be leaving UNA and will step down from Staff Senate President. Ms. Melissa Bolton will take over as President of Staff Senate.
10. Announcements – Great job and congratulations on a job well done.
11. Adjournment – Ms. Sheena Burgreen made a motion to adjourn. Ms. Amy Thompson seconded and the meeting was adjourned at 10:21.