

Staff Senate
September 13, 2021
Zoom Meeting

- I. Call meeting to order- President, Mr. Michael Smith called the meeting to order at 10:00 a.m.
- II. 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. LaShonda Davidson, Mr. Brian Ford, Ms. Marissa Gatlin, Ms. Lindsey Goode, Mr. Scott Heath, Ms. Sara Beth Humphres, Ms. Joy Kelly, Ms. Kimberly Oakley, Ms. Regina Sherrill, Mr. Michael Smith, Ms. Amy Thompson, Ms. Christy Waters, Ms. Melissa Williams, and Ms. Jocelyn Wright and Ms. Bliss Adkison.
- III. Approval of Agenda- Ms. Gigi Broadway made a motion to approve the agenda for August 9, 2021. Ms. Melissa Williams seconded and the motion carried.
- IV. Approval of Minutes –
 - a. Mr. Brian Ford made a motion to approve the May 10th minutes and Ms. Melissa Williams seconded. The motion carried.
 - b. Ms. Laura Beasley made a motion to approve the August 9th minutes and Ms. Heather Cole seconded. The motion carried.
- V. Staff Senate President's Report
 - a. Mr. Jeremy Woods is no longer located in the Advancement Office, thereby leaving a vacancy in this area. A list of nominees will be sent to Advancement, for a vote on his replacement. The position will be filled for the October meeting.
 - b. Senator Vacancies within the by-laws, will have an amendment made to address mid-term vacancies if the representative is no longer in the area they represent, or they leave the university. The amendment will be drafted and presented to Staff Senate before the October meeting to comply with the 48-hour notice before a vote.
 - c. Staff Senate Meeting minutes will be posted to the website after approval. Therefore, the minutes will be posted one month after each meeting.
 - d. In a meeting with Ms. Catherine White, Associate Vice President of Human Resources, the following issues were discussed:
 - The Board of Trustees has approved a Progress to Market increase
 - The Board of Trustees has approved a Cost of Living Adjustment
 - Both will be in effect by October 1st. It was noted that funds were supplemented from the remaining balance from merit increases.
 - A process that is currently in place regarding supervisor evaluations was discussed, where the EC selects one supervisor, randomly, to be rated.

VI. Committee Reports

- a. Staff Attitude Survey – Mr. Michael Smith indicated that they have met with Dr. Kitts and. Results have been posted on the Staff Senate website and the Staff Digest.
- b. Staff Merit – Ms. Melissa Bolton stated that 7 employees were awarded merit increases.
- c. Staff Senate Visibility – The Chair stepped down (Mr. Jeremy Woods), have not met yet.
- d. Distinguished Staff Employee of the Year – Have not met yet.
- e. Staff Orientation – Have not met yet.

VII. Unfinished Business – None

VIII. New Business

- a. IT Security Features – Mr. Ethan Humphres discussed the multi-factor authentication that will be implemented soon, using “Duo” link. Those that have VPN and Recruit, to work remotely, have already been using this, which is a simple process to use. There will be video instruction available and Mr. Ethan Humphres asked if anyone would like to volunteer to try it, if they are not using it already. Ms. Joy Kelly, Ms. Sheena Burgreen, Ms. Gigi Broadway, Ms. Amy Thompson and Ms. Kim Oakley volunteered.
- b. SGEC Facilities and Infrastructure Committee – A vote was taken for nominees to add a committee member. Mr. Jarrod Russell received a majority vote. Ms. Amy Thompson made a motion to approve and Ms. Laura Beasley seconded. The motion carried.
- c. SGEC Vice-Chair – Mr. Michael Smith indicated that as Vice-President of Staff Senate, Melissa Bolton should be Vice-Chair of SGEC. Ms. Amy Thompson made a motion to approve and Brian Ford seconded. The motion carried.
- d. SGEC Multi-Cultural Advisory – Ms. Juliette Butler was selected by Student Engagement to be added to this committee. Ms. Jocelyn Wright made a motion to approve and Ms. Sheena Burgreen seconded. The motion carried.
- e. These names will be sent to Shared Governance for approval.

IX. Discussion

- a. Campus Closures – Amy Thompson discussed that the Hi-Flex Model is used to determine who must stay on campus during campus closures (inclement weather, etc.). A request was made to have this model defined, specifically how it relates to staff. Ms. Jocelyn Wright indicated that we need a plan that designates who are essential workers. Ms. LaShonda Davidson indicated that it should be a uniform plan, not decided by each department. Ms. Kim Oakley indicated that staff does not appear to be addressed on these issues. Mr. Michael Smith will discuss this with Dr. Alexander and get back to Staff Senate.
- b. Staff Evaluation – Ms. Melissa Bolton asked if we are interested in pursuing supervisor evaluations and if so, what should be the process. It was restated that Human Resources has a process in place, where the EC chooses one of their direct reports to evaluate. Ms. Jocelyn Wright would like a process developed that would help ensure anonymity when there is only one report. Ms. Melissa Bolton suggested a survey or poll to find interest and address this issue.

- c. Staff Trainings on Canvas – Ms. Melissa Bolton indicated that not all staff has access or may not be familiar with Canvas. Mr. John McGee, Executive Director of Educational Technology Services will be contacted to address this issue.
- d. Environmental Services Staff – Ms. LaShonda Davidson indicated that Environmental Services staff have no place to store their personal belongings. She suggested that a place be designated so they can place purses, etc., someplace other than the storage closet.

X. Announcements

- a. Ms. Sheena Burgreen indicated that an update from the COVID-19 Recovery Task Force (CRTF) will be sent later this week or next.
- b. A vaccination clinic will be held October 2nd.
- c. Friday, September 17th, free T-Shirts will be given to all those with a copy of their vaccination cards, in the GUC.
- d. Question/Answer sessions will be held for the next three Tuesdays.

XI. Adjournment – Ms. Heather Cole made a motion to adjourn. Ms. Sheena Burgreen seconded, and the meeting was adjourned at 11:08.