**Staff Senate Meeting Minutes**

**Monday, February 11, 2013**

**Raburn Conference Room**

**Minutes**

The regular meeting of the Staff Senate was called to order at 10:03 a.m. on February 11, 2011 in the Raburn Conference Room.

Members present were Jim Eubanks, Keith Fields, Susan Freeman, Martha Frances Graham, Anita Holcombe, Louise Huddleston, Randall Phifer, Melissa Thornton, and Jimmy Waddell. Jana Morrison, Laurie Holder, Paula Haley, and Jennifer Mallard attended as proxies for Peggy Wingo, Amanda Sharp, Joan Smith, and RJ Chittams, respectively.

Mr. David Shields, Vice President for Student Affairs, provided to the Staff Senate an update on the Strategic Plan for the University. Mr. Shields said that the Strategic Plan Committee’s goal was to create a more concise, focused document. The Strategic Plan Committee has identified thirteen planning units, each of which will create a planning document and submit it to the Committee. Mr. Shields, as the Chair of the Committee, will provide monthly updates on the planning process.

Upon Mr. Shields’ departure, Mr. Waddell made a motion to approve the minutes from the December 10th meeting. Ms. Graham seconded. The minutes were approved. Mr. Waddell requested that the agenda be amended to include an update from him regarding the Campus Health and Wellness initiatives goal. This item was added under Old Business. Mr. Phifer made a motion to approve the agenda with this change. Ms. Freeman seconded. The agenda was approved.

Mr. Eubanks informed the Senate about a number of issues from the SGEC meeting. The SGEC discussed how policy revisions will be handled by the various committees. Currently, if a policy is sent back to the originating group, any revision must go back through each Senate for approval. The SGEC would like to instead send the document back only to the appropriate Senate for approval.

Mr. Waddell reported that he, Catherine White, and Amanda Sharp met to discuss possibilities for campus wellness initiatives (2012-13 Staff Senate goal). They proposed that Staff Senate sponsor a wellness day which would include wellness checks and information for health programs. The group also proposed starting a walking program for faculty, staff and students.

A proposed change to the grading practices (attachment #1) was distributed for review. This policy outlines the process by which students may request a review of a final grade. Ms. Huddleston made a motion to approve the change as written. Ms. Graham seconded. The motion passed.

Dr. Vagn Hansen has requested a change to the faculty handbook regarding pay applied music class pay (attachment #2). Ms. Thornton made a motion to approve the change with the revision from the Faculty Senate. Ms. Freeman seconded. The motion passed.

A proposed change to the handbook regarding transient enrollment at another institution (attachment #3) was distributed for review. This policy clarifies the process by which students may obtain approval for taking a comparable course at another institution for credit at UNA. Mr. Waddell made a motion to approve the change as written. Mr. Phifer seconded. The motion passed.

There was no further discussion. The meeting was adjourned at 11:25 a.m.

Respectfully Submitted,

Melissa B. Thornton