**Staff Senate Meeting Minutes**

**Monday, April 22, 2013**

**Raburn Conference Room**

**Minutes**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on April 22, 2013 in the Raburn Conference Room.

Members present were Haley Brink, RJ Chittams, Jim Eubanks, Susan Freeman, Martha Frances Graham, Anita Holcombe, Louise Huddleston, Randall Phifer, Melissa Thornton, Jimmy Waddell, and Peggy Wingo.

Ms. Freeman requested that the agenda be amended to include a report about the review of the bylaws as item 3 under Unfinished Business. Mr. Waddell made a motion to approve the amended agenda. Ms. Wingo seconded. The agenda was approved. Ms. Huddleston made a motion to approve the minutes from the April 8th meeting. Mr. Chittams seconded. The minutes were approved.

There was no President’s Report and no Committee Reports.

Mr. Eubanks asked for updates from the Ad Hoc committees. The Wellness Committee had nothing to report. Ms. Brink reported that the Staff Attitudes Survey Committee had plans to meet on April 25th, and would have a draft for the Senate to review at the scheduled meeting on May 13th. Ms. Freeman provided to the senate copies of the Bylaws for review. The Committee had tried to determine appropriate placement of a revision regarding providing a record of e-business in the minutes and establishing a procedure for e-business. Ms. Huddleston suggested that a statement be placed under Article IV Section 1. Mr. Chittams made a motion to that affect. Ms. Brink seconded. This placement was approved by the Senate. Mr. Eubanks, Mr. Chittams, and Ms. Freeman will work on language and present it at the next scheduled meeting.

Mr. Eubanks distributed to the Senate a proposed revision to the Distance Learning Student Copyright Policy. Mr. Waddell made a motion to approve the revision with one editorial correction. Mr. Chittams seconded. The revision was approved.

Mr. Eubanks distributed for review proposed revisions to both the Computer Administrative Rights policy and the Network and Computer Monitoring policy. Because both were lengthy and would require some time for appropriate review, Mr. Eubanks suggested that both be postponed until the next regular meeting. Ms. Huddleston made a motion and Mr. Waddell seconded. Both items were postponed. Ms. Huddleston noted that it will be necessary at the next meeting to make a motion to bring both proposals back up for discussion and action.

Before beginning elections to fill Shared Governance Committee vacancies, Mr. Waddell nominated Mr. Bret Jennings for the Shared Governance Executive Committee. Prior to this meeting, Mr. Eubanks contacted each incumbent who was eligible to serve another term to obtain their consent to serve a second term. All but Ms. Smith were reached and provided their consent, and were reappointed by the Senate. For the position on the Animal Care and Use Committee, which was vacated by the departure of Ms. Amanda Sharp, Mr. Chittams nominated Mr. Waddell. Ms. Thornton seconded. Mr. Waddell was appointed to the position. A vote was required for the position on the Shared Governance Executive Committee and for the new staff position on the Strategic Planning and Budget Study Committee, which was requested by the Committee and approved by the President. Due to the absence of a Vice President who would normally be responsible for elections, Mr. Waddell moved that the duty of elections should be suspended to the Secretary. Mr. Chittams seconded. The motion passed. By secret ballot, Mr. Bret Jennings was elected to the Shared Governance Executive Committee. Mr. Chittams nominated Dr. Kim Greenway for the Strategic Planning and Budget Study Committee. By secret ballot, Dr. Greenway was elected by the Senate.

With Ms. Amanda Sharp’s departure from the University, her position as Vice President was left vacant, therefore the Senate does not have a President for the 2013-2014 term. Ms. Brink nominated Ms. Thornton for Vice President, but there were no other nominations or volunteers. Mr. Eubanks asked that officer elections be postponed until the next regular meeting, so the Senate can review the Bylaws and determine if Mr. Eubanks can serve a second term as President.

There was no further discussion. Adjournment at 11:00 a.m.

The next meeting will be May 13th at 10:00 a.m. in the Raburn Conference Room.

E-Business conducted since April 22nd:

On May 1st, Mr. Eubanks e-mailed the Senate to report that Ms. Smith had consented to serve another term, and requested a motion to approve the appointment. Ms. Huddleston made a motion to reappoint Ms. Smith to the Academic and Student Affairs Committee. Ms. Graham seconded. The motion was approved by the Senate.

Respectfully Submitted,

Melissa B. Thornton