**The Staff Senate Meeting Minutes**

**Monday, March 9, 2015**

**Raburn Conference Room**

**Minutes**

**I. Call to Order**

The regular meeting of the Staff Senate was called to order at 10:00 a.m. on March 9, 2015 by President Jimmy Waddell in the Raburn Conference Room.

**II. Introduction of Proxies and Roll Call**

Members present were Jimmy Waddell, Molly Vaughn, Anita Holcombe, Bliss Adkison (Proxy for Molly Vaughn), Kelly Ford, Melissa Thornton, Janet Jones, Tyler Unsicker, Susan Hughes, Thomas Tidmore, George Sherrill, Russ Wilson, Paula Hailey, Salena Denton, and Jarrod Russell

**Absent:** Molly Vaughn and Haley Brink

**III. Approval of Minutes for the February 9th Meeting**

Ms. Melissa Thornton made a motion to approve the minutes. Mr. Tyler Unsicker seconded. All present and approved the minutes as presented.

**IV. Approval of Agenda for March 9th Meeting**

Ms. Paula Hailey made a motion to approve the agenda. Ms. Kelly Ford seconded. All present and approved the agenda as presented.

**V. Staff Senate President’s Report**

A. Vice President Clinton Carter, news from the Legislature

Vice President Clinton Carter was unable to attend Staff Senate Meeting because of a prior meeting. President Jimmy Waddell reported on the Times Daily newspaper article regarding Governor Bentley’s visit to UNA. The Governor reported that he has agreed to increase funding by 6% (approximately 2.6 million) to UNA, if passed by the Legislature. An email to President Jimmy Waddell from VP Clinton Carter stated that UNA was taking a more aggressive approach to Montgomery. We are cautiously optimistic, but we have a long way to go before the budget is finalized. We should have confirmation on this increase by the end of May. If UNA receives this additional funding, the Midpoint Funding Committee will ask for $420,000, which is the full funding needed for 2011 staff midpoints. The new nursing building will also need additional funding for completion. Mr. Russ Wilson made a motion for the Midpoint Funding Committee to retrieve data on all staff based on where they are at grade-level and market, based on position, gender, and ethnicity. Mr. Wilson asked the Midpoint Funding Committee to set the perimeters for this data. Mr. Tyler Unsicker seconded the motion. President Jimmy Waddell stated that the Midpoint Funding Committee will set the perimeters and submit this request to Dr. Andrew Luna and Human Resources.

B. Shared Governance Committee Report

**Academic Dishonesty Policy** – The Academic and Student Affairs Committee has reviewed the draft and resubmitted to SGEC with revisions. A motion was made and seconded to send The Academic Dishonesty Policy (Original/Original with amendments) to the three senates for voting.

**Section 3.3.1 of Faculty Handbook, Academic Advisement** - Request from Faculty Senate for Extension was approved for 30 days by SGEC.

**Section 3.2.4 of Faculty Handbook – Department Chairperson Appointment, Workload, and Supplement** - will go back to the Council of Academic Deans. COAD will work with both Faculty Senate and Faculty Welfare Committee to resolve differences in the proposal.

**Title IX Syllabus Statement** – motion made and seconded that a Title IX Statement will be included on syllabus beginning with Summer Semester. The language of this statement will be maintained by Tammy Jacques.

**Request for change in non-voting membership of the University Scholarship Committee-** Dr. Chris Maynard confirmed unanimously approval by the Strategic Planning and Budget Study Committee, the replacement of Director of Student Engagement (Tammy Jacques) as an Advisory Personnel position on the University Scholarship Committee with the Chair of The Department of Communications (Greg Pitts).

**Proposed Staff Handbook Addition – Academic Advisement for Staff** – motion made and seconded that this proposal was a staff senate issue only, therefore be submitted to the Staff Senate for review.

C. **Wellness Day**

This year’s Wellness Day was very successful. Staff Senate would like to say thanks to Dr. Molly Vaughn and her committee (especially Ms. Bliss Adkison). Campus participation was much larger this year and the vendors were pleased with the presentations. President Jimmy Waddell presented Ms. Bliss Adkison with a Starbuck’s gift card from the Staff Senate for her participation in helping with this year’s success.

**VI. Unfinished Business**

A. Midpoint Funding Committee

President Jimmy Waddell reported that he and Dr. Molly Vaughn had met with VP Clinton Carter. This meeting provided a better understanding of the overall financial position of UNA at this point. There were discussions regarding the status of midpoint funding at this time. At the current rate of $100,000 yearly it will take UNA until 2023 to fully fund the 2011 staff midpoints. If total funding were available at the present time, it would take approximately $420,000 to fully fund the 2011 staff midpoints. VP Clinton Carter states that if the funding is available, midpoint increases will be a high priority for the new administration. VP Clinton Carter has also pledged his personal support to assist staff reach this goal as soon as funding is available, but it is early to commit to a certain dollar amount until it is determined how much state funding UNA receives this year. As an alternative, President Jimmy Waddell asked VP Clinton Carter that funding be increased from its current level of $100,000 to $150,000. President Jimmy Waddell was very hopeful regarding this request.

B. Full Time Faculty and Staff Wellness Program

President Jimmy Waddell stated that because of the recent weather delays, he has not formed a committee as planned to discuss this new full-time faculty position. His plans are to initiate this committee this coming week to begin discussions. Discussions are to follow-up on Dr. Coates’s request to hire a full-time faculty member to launch the Wellness Program for the University.

**VII. New Business**

No new business to report

**VIII. Discussions**

There were some additional discussions regarding the midpoint position of staff in higher paygrades versus staff in some of the lower paygrades. President Jimmy Waddell expressed the need for equality across the board.

**IX. Announcements**

President Jimmy Waddell announced that the next Staff Senate meeting will be April 13, 2015.

**X. Adjournment**

Mr. Russ Wilson made a motion to adjourn meeting at 10:25 a.m. Ms. Anita Holcombe seconded. All present and approved.

**XI. E-Business**

The following memorandum dated March 3, 2015 was send to President Jimmy Waddell from Ms. Darlene Townsend, Chair or Shared Governance Executive Committee:

“At its meeting yesterday, the Shared Governance Executive Committee considered the enclosed proposal for an addition to the Staff Handbook relative to Academic Advisement for Staff Members. The SGEC determined this as a staff only issue to be reviewed by the Staff Senate. Therefore, please inform me of the outcome of this review with a copy to Renee’ Vandiver”.

“Academic Advisement for Staff Members

Academic advisement of students includes both informal contacts with students through various offices on campus and formal advisory assignments made by the chair of an academic department, or the Director of University Advising Services.

Staff members may choose to participate in the academic advising of first-year students through the University Advisor Program. There are initial professional development sessions that must be attended to be granted the title of University Advisor. In addition, there must be continued professional development by the University Advisor to continue to hold the title of University Advisor. The majority of staff University Advisors will be working with students in the College of Arts and Sciences who are undecided on their majors.

University Advisors will continue to be the academic advisor for these first-year students until those students successfully transition to their second year at UNA. At that time, those students will be assigned a faculty advisor within their intended major by the department of their major”.

President Jimmy Waddell’s email to Staff Senate on March 10, 2015 at 6:03pm:

“Senators, because we have just met I am sending this message along with the attachment for your review in keeping with our bylaws of e-business. I need you to review and give me your thoughts. If you find this proposal acceptable I will need someone to make a motion for its acceptance in its entirety or an amended version for consideration. If an amendment is not needed, I will need for someone to submit a second to proceed to vote. Then I will ask everyone to vote to accept or deny the submitted proposal. The SGEC will meet Monday and I would like to be able to have this decided to submit to the SGEC for approval if passed”.

Ms. Melissa Thornton made a motion to accept this proposal as written on March 16, 2015 at 8:28 am

Mr. Jarrod Russell seconded on March 16, 2015 at 8:29 am

President Jimmy Waddell responded on March 16, 2015 at 12:16 pm:

“I have 14 votes yes and 0 votes no. So, the motion carries. I will relay this information to the SGEC this afternoon. Thank you all for your support and quick response”.

Respectfully Submitted,

Anita Holcombe