*DRAFT- will be presented for approval at the March meeting*

**UNA Staff Senate**

**Monday, February 08, 2016
Raburn Conference Room**

Minutes of the Meeting

1. **Call to Order- Senate President, Dr. Molly Vaughn, called the meeting to order at approximately 10:01 am.**
2. **Members present and comprising a quorum were: Melissa Thornton, Paula Hailey, Haley Brink, Jarrod Russell, George Sherrill, Ben Finley (proxy for Russ Wilson), Salena Denton, Janet Jones, Dr. Kevin Jacques, Susan Hughes, Anita Holcomb, Thomas Tidmore, and Bobby Champagne.**
3. **Approval of agenda - The agenda was approved with no additions.**
4. **Minutes for the 11-9-2015 meeting had been approved through E-business**
5. **Staff Senate President’s report**
	1. *Midpoint Funding*- Dr. Vaughn spoke with Ms. Catherine White, who had met with the President several weeks ago. Catherine discussed that the main concern of the President was to accomplish giving cost of living raises to all employees. Dr. Vaughn will be meeting with the President within the next several weeks in order to discuss the money allotted to midpoint as well as other issues.
	2. *Staff Giving*- Haley announced that Staff Giving will launch on March 1, 2016. A brief email will be sent out explaining different methods of giving. Some examples of giving include a one-time gift, receipt of tag, payroll deduction, and etc. Currently faculty giving on campus is 48-50% and staff giving is 19% approximately. Haley mentioned a goal of 25% for staff giving would be optimal. Haley is projecting to sum results on May 5th during the Faculty and Staff luncheon. Dr. Vaughn suggested to President Kitts that he create a video of main points presented at the Faculty and Staff joint meeting, and he agreed this was a good idea.
	3. *Board Meeting review*
		1. Married housing is being demolished in order to make room for additional parking
		2. Degrees in memoriam were approved
		3. The catalog is moving to an online format
		4. The ice rink is going to be available to the community the weekend of Valentine’s Day 2016.
		5. Enrollment increased 4.65% this spring in comparison with spring 2015. Credit Hour Production increased 6.44% this spring in comparison with spring 2015.
		6. Forum Discussion
			1. Kevin Jacques recommended having a separate forum for staff, and not combining with faculty.
			2. Kevin Jacques recommended separating questions into different categories in order to give the entire panel more opportunity to answer questions.
			3. Haley Brink recommended requiring a time limit for responses in order to provide an opportunity for more questions to be answered.
			4. Dr. Molly Vaughn recommended that Faculty and Staff forums be given the same amount of time as student forums.
			5. Dr. Molly Vaughn also recommended having the forum at an early time of day for staff due to scheduling conflicts.
6. **Unfinished business**
	1. *Review of the By-Laws -* Dr. Vaughn distributed a copy of the By-Laws to each committee member. She asked the committee to review the By-Laws by the next meeting in order to submit changes. Some changes that were suggested include:
		1. Article V, Section I, Letter E: “In the event that an officer resigns during the course of a year, nominee members should be selected from only members who have served the course of one year.”
		2. Article VIII - Representation: Dr. Vaughn reviewed that in 1999 there were 320 full-time staff member. Currently there are 449 full-time staff members. It was proposed that more members be added to the committee in order to satisfy the 5% representation of the full-time staff. Taking into account the 5% representation, this will result in a committee of 23 members (an 8 member increase). The new breakdown of representation per department would be as follows:
			1. President/Atheletics-2 members
			2. Academic Affairs- 10 members
			3. Financial Affairs- 7 members
			4. Student Affairs-3 members
			5. Advancement- 1 member
		3. Molly asked that the above revisions be reviewed and all other suggestions be presented before the next meeting.
	2. *Staff Handbook revisions* - will be headed by Melissa Thornton and Dr. Molly Vaughn. Any members who would like to be involved with revisions are asked to let Dr. Vaughn know as soon as possible. Topics to be reviewed include: offering open positions internally before externally, pay grades regarding promotion opportunities within the university, and creating a more complete matrix for the hiring process.
	3. *Review of Equal Opportunity, Harassment and Nondiscrimination document* - this item was tabled due to Tammy Jacques not being able to make this month’s meeting.
	4. *Review of Employees Performance Evaluations* - Dr. Vaughn has called a meeting with select Staff Senate members in order to discuss. This will be scheduled as soon as possible.
	5. *Review Policy on Video Monitoring and Surveillance Activities-* Policy was returned to SGEC and issues are currently being addressed by Mr. David Shields.
	6. *Wellness Committee-* March 17, 2016 is the date set for Wellness day. Ten vendors have already committed. Time will be from 10-1:00pm. Email packets are sent out to vendors. Gifts are given by each vendor for gift basket. Location will be in the GUC atrium.
7. **New Business**
	1. *Orientation for new staff* - Melissa Thornton suggested that Staff Senate help in revising/developing the orientation process. A meeting will be set up in the future in order to gather information from Human Resources on the current orientation process and in order for Staff Senate to present ideas and revisions.
	2. *Survey for Non Smoking* - Committee reviewed survey. One revision was suggested:
		1. Kevin Jacques- on first question add “as written above.”

The following concerns were voiced:
1. Who will be enforcing the policy?
2. Designated areas for smoking
3. Student survey results

1. **Discussion- None.**
2. **Announcements**
	1. Next meeting will be held on March 14th, 2016 at 10:00am in the GUC Loft.
	2. Melissa Thornton made a motion to adjourn at approximately 11:05 a.m. Bobby Champagne seconded and the motion carried.

Submitted by Bliss Adkison
02/08/2016