**UNA Staff Senate**

Monday, March 14, 2016

GUC Loft

Minutes of the Meeting

1. Call to Order – Senate President, Dr. Molly Vaughn, called the meeting to order at approximately 10 a.m.
2. Members present and comprising a quorum were: Haley Brink, Bobby Champagne, Kelly Ford, Paula Hailey, Anita Holcombe, Susan Hughes, Dr. Kevin Jacques, Janet Jones, Jarrod Russell, George Sherrill, Melissa Thornton, Thomas Tidmore, and Ben Findlay (proxy for Russ Wilson).
3. Approval of Agenda – the agenda was approved by acclimation.
4. Approval of Minutes from February 8, 2016 – Dr. Jacques made a motion to approve the minutes as printed. Ms. Hughes seconded and the motion carried.
5. Staff Senate President’s Report
6. Meeting with President Kitts regarding:

* Summer Schedule – will be the same as last year.
* Capital Campaign – with the kickoff of the public phase of the campaign, there will be a concerted effort to increase contributions among faculty and staff. A committee will be established for this purpose and will be announced at the Faculty/Staff Picnic in May. The Campaign Gala will be held at the Marriott on March 22.
* Midpoint – there are no updates. The President is focusing on a COLA.

1. Unfinished Business
2. Review of Bylaws – Ms. Thornton made a motion to approve the revision to the bylaws, increasing the number of staff members serving on the Staff Senate by eight. Ms. Holcombe seconded and the motion carried.
3. Staff Handbook Revisions – Members of the Staff Senate who will review the Staff Handbook are: Dr. Jacques, Ms. Hailey, Ms. Jones, Dr. Vaughn, and Ms. Thornton.
4. Review of Employee Performance Evaluations – no report.
5. Wellness Day – Thursday, March 17, 2016, 11 a.m. – 1 p.m., GUC Atrium.
6. Orientation for New Staff – under consideration.
7. Staff Giving – will be promoted formally over the next few months.
8. New Business
9. Staff Attitude Survey – 123 surveys have been completed.
10. Outstanding Staff Award – under consideration.
11. Doctor’s Excuse Requirement for Custodial Staff – Ms. Ford made a motion to send a letter to Human Resources on behalf of the Staff Senate protesting the requirement that custodial staff present a doctor’s excuse for absences. Ms. Hughes seconded and the motion carried.
12. Staff and Faculty Lounge – the consensus of the Staff Senate is that there is no need for a lounge. Faculty and staff eating in the GUC are encouraged to mingle with students and there are several places for faculty and staff to gather in various facilities on campus. A better use for the GUC space would be a meeting room, possibly a smart-room.
13. Discussions - none
14. Announcements
15. Next Meeting, April 11, 2016, 10 a.m, Raburn Conference Room.
16. Adjournment – 11:05 a.m.

Respectfully submitted,

*Kelly Ford*

Staff Senate Secretary

2015-2016