**UNA Staff Senate**

April 11, 2022

10:00AM GUC 200

1. Call to Order – President Melissa Bolton called the meeting to order at 10:00 a.m
2. Roll Call (Senators, Proxies, Visitors) Roll call - Members present and comprising a quorum were: Ms. Lillian Akin, Ms. Laura Beasley, Ms. Melissa Bolton, Ms. Sheena Burgreen, Mr. Billy Burns, Ms. Heather Cole, Ms. Kali Daniel, Ms. LaShonda Davidson, Mr. Brian Ford, Ms. Marissa Gatlin, Ms. Lindsey Goode, Mr. Scott Heath, Ms. Sara Beth Humphres, Ms. Joy Kelly, Ms. Kimberly Oakley, Ms. Regina Sherrill, Ms. Amy Thompson, Ms. Melissa Williams, and Ms. Jocelyn Wright. No proxies were present.
3. Approval of Agenda – Ms. Heather Cole made a motion to approve the agenda. Ms. Amy Thompson seconded and the motion carried.
4. Approval of Minutes
	1. January 2022 Revised Minutes
	2. February 2022 Revised Minutes
	3. There was no meeting in March 2022 with no minutes to be recorded

Ms. LaShonda Davidson made a motion to approve the revised minutes for January and February. Ms. Kim Oakley seconded and the motion carried.

1. Staff Senate President’s Report
	1. Ms. Melissa Bolton indicated that she attended the quarterly Board of Trustees meeting in which record enrollment and Project 208 was discussed.
	2. Ms. Bolton thanked everyone for answering calls and questions and stated that all the help she has received has been important to help meet deadlines.
2. Committee Reports
	1. Staff Attitude Survey (Ms. Melissa Bolton) – A copy of the Staff Attitude Survey was attached for all to approve. There will be one more addition that will address age, gender, rate, and sexual orientation, which was not added previously due to anonymity concerns. There will be an option not to respond provided for those not comfortable. The purpose of this survey is to be all inclusive representation of all employees with accurate feedback. Other additions and revisions are as follows:
		1. Staff Attitude Survey-with revisions on page 6 - update Mr. Ron Patterson to Dr. Ron Patterson
		2. Under Attitudes Toward Working Conditions, we ask questions related to technical and physical, but there are none that address emotional/morale i.e. How do you perceive the morale of your department or university?
		3. Add “With” at the beginning of question 4 “With what gender do you identify?
	2. Staff Merit (Ms. Melissa Bolton) – Has not met yet.
	3. Staff Visibility (Mr. Brian Ford) – This committee will meet in May to find ways to increase visibility.
	4. Distinguished Staff Employee of the Year (Mr. Brian Ford) – The recipient has been nominated and presented for approval. Clarification will be made regarding qualifications for nominators as well as nominees.
	5. Staff Orientation (Ms. Amy Thompson) – No meetings have been set. Ms. Lisa Rogers will be contacted to make an appointment.
	6. Terminal Degree Assistance Committee (Mr. Brian Ford) – Will meet with Ms. Melissa Bolton to get a better idea of the tasks moving forward.
3. Unfinished Business - None
4. New Business
	1. Campus Duo Policy Concerns – Discussed issue brought forward that those employees without smart phones would need to pay for token if lost. This seems to be a standard policy regarding lost university equipment that is not turned in upon campus clearance when leaving. All agreed, as a group, there are no issues with this.
	2. Upcoming Vacant Shared Governance Committee Positions – It was indicated that Mr. Bishop Alexander, Mr. Kevin Jacques, Ms. Joy Kelley and Dr. Molly Mathis would be willing to serve in their position again. Mr. Jarrod Russell is not eligible for reappointment as he has served the maximum terms allowed. Nominees will need to be submitted by April 30th in order to vote at the next Staff Senate meeting.
	3. Upcoming Vacant Staff Senate Positions – Any Staff Senate member completing your first term, please notify Ms. Melissa Bolton if you are willing to serve again. Those not eligible for reappointment as they have served the maximum terms allowed are: Ms. Lillian Akin, Ms. Gigi Broadway, Ms. Kim Oakley, Ms. Regina Sherrill, and Ms. Christy Waters.
5. Discussion – There will be a short video made in conjunction with the Staff Attitude Survey to emphasize the anonymity and importance of all employee’s participation. Staff Senate members must reach out to their constituents to participate and reiterate the fact that only percentages are indicated after the data is analyzed by Qualtrics.
6. Announcements – No announcements were made
7. Adjournment – Ms. Amy Thompson made a motion to adjourn. Ms. Kim Oakley seconded and the meeting was adjourned at 10:30.