

STAFF SENATE

Meeting Minutes
June 15, 2009

Opening:

The regular meeting of the Staff Senate was called to order at 10:00 a.m. on June 15, 2009 in College of Arts & Sciences Conference Room by Staff Senate President, Jennifer Smith.

Present:

Present were: Kari-Kay Harp, Sara Huntley, Ethan Humphres, Pam Trimble, Joan Smith, Tammy Jacques, James Burton, Chris Horn, Brad Peeden, Jim Eubanks, Kevin Jacques, Steve Burnett, and Jennifer Smith.

I. Approval of Minutes

The minutes of the previous meeting will be approved by email. Pam Osborn will send minutes to all members for email approval. Minutes were approved unanimously.

II. Approval of Agenda

The agenda was approved by motion from Kevin Jacques and seconded by James Burton.

III. Staff Senate President's Report

- a. **Board of Trustees' Meeting** – Jennifer Smith attended the Board of Trustees meeting on June 8, 2009. President Cale said that enrollment is strong and that we are optimistic about the upcoming school year. Jennifer reported to the Board regarding the Staff Senate's work on the compensation ladders and the dental insurance. The board approved a tuition increase due to budget cuts and a \$12 athletic fee for all students. Hopefully this fee will be used to give back to students in the form of t-shirts, free concessions, etc. SGA President, Samuel Thigpen, is working with Athletics regarding uses for these fees.
- b. **Shared Governance Committee Reports** – Faculty/Staff Welfare Committee report: The Faculty/Staff Welfare Committee has moved forward with the initiative to have the Student Recreation Center opened to faculty/staff for free. This request has been forwarded to the President and will have to be approved by the Board of Trustees. At this time, the President has a few reservations regarding this initiative. Once the door has been opened, it is hard to close. Students also have concerns that they will lose time with the machines. Will be updated on this when we hear something from the President or the Board.
- c. **Old Business** – University Email Policy: Tammy Jacques stated that a draft will have to go to the Board of Trustees for approval. The policy will be titled Acceptable Use of Email Guidelines and is in the process of being created. A handout was given to all members listing UNA's current policies in the Staff and Faculty Handbooks, the Computer Center's Email Policy, a proposed start to the policy, and a list of sites for research on this policy. Tammy will turn this over to Ethan, Sara, and Kari-Kay for continued action. Kevin spoke about the classified section for the website to alleviate "classified" emails addresses to UNA Faculty/Staff through email. Ethan and Sara questioned if the university should provide a means for this. Chris Horn questioned the Alabama Ethics Law that is listed in the current policy asking who enforces this. No one, at this time, enforces this law on

campus. Sara Huntley requested that we remove the UNA Faculty/Staff email address. Removal of this address will not be good for some areas on campus. Consequences for deviation from the proposed new policy will need to be addressed in the new policy. Ethan, Sara, and Kari-Kay will work on the new policy and try to find an alternative to the classified section of the website.

Compensation Ladders: Tammy stated that the completed compensation ladders will be given to Catherine White in HR for further review. All ladders will be turned in; submitted and corrected. Catherine White will be putting together an ad hoc committee to review the ladders. The templates will be looked at by the committee and the supervisors of the positions. At meeting time, we were waiting on ladders from Michael Gautney for the Mechanical and Civil groups. Tammy will call Michael regarding these.

Smoking Policy: This policy was sent to the Faculty Senate for review. We don't believe that it will pass the faculty senate because of challenges that were brought up during the last instance that a smoking policy was created. Staff Senate will follow-up with Richard Statom, president of the Faculty Senate, so that we can move forward.

- d. **New Business** - Kari-Kay volunteered to take up the maintenance of the Staff Senate website. Tammy Jacques will forward necessary information to her. Jennifer has asked that Shannon Wells take pictures for the website at the next meeting. A Quality Enhancement Plan survey was discussed. This survey will be an example of a survey for SACS Accreditation. Survey would go to the staff and will be a survey monkey survey. More discussion to follow. Kevin asked questions regarding the across-the-board increases for the upcoming fiscal year. Kari-Kay will speak with Catherine regarding this and report back at the next meeting.
- e. **Discussion** - Staff Senate meetings will be held in 129 Wesleyan for now, but if too crowded at some point we will discuss a move. We will be creating a Goal Setting/Action Plan for Staff Senate for this year. Joan Smith requested that we research some professional development opportunities for the staff on campus. Kevin Jacques suggested that we create some more recognition for staff members on campus since the faculty receive recognition at the Annual Awards Gala. Joan Smith also suggested that we research some mentoring services for new staff members. Ethan would like to discuss a commencement policy. The commencement policy will be on the agenda for the July meeting.

Adjournment:

Meeting was adjourned at 11:05 by Jennifer Smith. The next general meeting will be at 129 Wesleyan Hall on July 13, 2009.

Minutes submitted by: Kari-Kay Harp, Secretary

Minutes submitted to: Jennifer Smith, President