

# **STAFF SENATE**

Meeting Minutes  
January 25, 2010

## **Opening:**

The regular meeting of the Staff Senate was called to order at 10:02 on January 25, 2010 in Wesleyan Hall Conference Room by Jennifer Smith.

## **Present:**

Present Members were: Jennifer Smith, Kari-Kay Harp, Chris Horn, Pam Trimble, Ethan Humphres, Sara Huntley, Kevin Jacques, Chuck Fadell, George Sherrill, Pam Osborn, Steve Burnett, Jim Eubanks, and James Burton. We had one guest present, Mr. Randy Horn.

## **I. Approval of Minutes**

The minutes of the previous meeting were unanimously approved as corrected. Correction Noted: In the first section, Opening, the following sentence was corrected: "The regular meeting of the Staff Senate was called to order at 10:00 on December 7, 2009 in the Wesleyan Hall Conference Room by Jennifer Smith."

## **II. Approval of Agenda**

The agenda was unanimously approved as distributed.

## **III. Staff Senate President's Report**

The Board of Trustees announced at their meeting that Blue Cross/Blue Shield insurance coverage is expected to increase by \$500,000. This is an increase in the cost the University pays due to a proposed raise in our rates. The Annual Presidential Evaluation has been prepared and was good.

The Shared Governance Committee has formed a sub-committee to discuss unpaid parking tickets for employees. They will also be discussing issues regarding grandfathering in currently unpaid tickets and what account the paid ticket money should go to. It is believed that the current ticket money is going into the University general fund. The Administration for the University Police Department has a huge backlog of unpaid tickets.

The Shared Governance Committee also discussed the 45 day time limit on decision-making in Shared Governance. Faculty Senate passed that only the President be able to present degrees. The Faculty has an issue with the Staff Senate passing a policy that affects faculty. Jim Eubanks recommends that Staff Senate wait for the Academic and Student Affairs Committee to discuss this at their meeting tomorrow. We will get a recommendation from the Academic and Student Affairs Committee and then make a recommendation of our own.

To clear up the matter of Staff Senate passing a policy that affects faculty, it was agreed that a timeline of memos that occurred as a result of the Commencement Policy be included in the Staff Senate minutes for January. Please see the attached document for this timeline.

Since no formal presidential search process has been in place at UNA, the Board of Trustees has now formalized that process to meet future needs. KPC Group was retained last year to work on changes to the Master Plan, such as augmenting buildings, etc. This group may ask us for feedback in the future.

#### **IV. Shared Governance Committee Reports**

None.

#### **V. Old Business**

Email Policy: A memo was emailed to the Information Technology Advisory Committee. Sara stated that she asked Mr. Horn and he told her that the ITAC voted and accepted use of a Facebook group as a means for campus classified announcements. The UNA Faculty/Staff email address will not be deleted at this time.

SRC Membership: Jim stated that he and Mr. Shields are developing language for this policy to take to the Board of Trustees meeting in March.

Staff Recognition: - We decided to take the parking space out of the recommendation and to add a statement that Staff Recognition be built into the budget for next year. Jennifer will draft a memo and send to all members before sending to the appropriate location.

#### **VI. New Business**

Mr. Randy Horn came to this meeting to discuss some issues with Staff Senate. Mr. Horn presented the Staff Senate with a proposal to discuss. Mr. Horn made a recommendation to the ITAC to update the University Computer Use Policy. Mr. Horn stated that they are looking to follow the State of Alabama's set of general guidelines but that the state guidelines are broad. UNA has had little progress in changing our policies. The latest policy is from 1996. He also stated that there is a new climate in our Senior Administration and that they are open to further defining our policies. The question is: where to start? The first step is to decide if we will use state guidelines, industry standards, or minimum standards. Mr. Horn's assumption is that the State of Alabama has policies that maintain the minimum best practices. We can use them as a baseline for ours. There will be some instances where we will be unable to meet the minimum standards and some cases where we will choose not to meet the minimum standards.

Kevin stated that the ultimate concern of employees is that we will have no admin rights to install programs on our computers. Mr. Horn answered by stating that the issue is far bigger than just this one change. Mr. Horn also stated that giving employees user rights only has absolutely nothing to do with using the State of Alabama policies as a baseline. The issue of user rights vs. admin rights will have to be discussed at a later date after the policies have been overhauled. There are pros and cons to this situation. Who will make decisions concerning such matters? Who will request that a user have admin rights instead of user rights and who will make the final decision? Banner access is now a process and

user rights vs. admin rights may follow along these lines one day. Someone at some level will have to justify why and who needs what rights.

Chris Horn made a motion to accept the proposal to move it along in the process. The motion was seconded and approved unanimously.

#### **VIII. Announcements**

Jennifer stated that we will have to make nominations for members for Staff Senate at the next meeting. We should all take a look at our constituent groups to have some people in mind.

#### **IX. Adjournment**

Meeting was adjourned at 11:05 by Jennifer Smith. The next general meeting will be at 10:00 a.m. on February 8, 2010 in the Wesleyan Hall Conference Room.

Minutes submitted by: Kari-Kay Harp, Secretary

Minutes submitted to: Jennifer Smith, President



# Commencement Policy Timeline

Staff Senate – 2009/2010

**July 13, 2009**

Staff Senate sent a memo to Dr. Sue Wilson requesting that all employees be able to present diplomas at graduation ceremonies.

**October 6, 2009**

The ASAC sent Staff Senate a memo stating that they were rejecting our proposal and suggesting that no one but the President be allowed to present diplomas at graduation ceremonies.

**October 12, 2009**

Staff Senate sent a memo back to the ASAC heeding to their recommendation that only the President be able to present diplomas at graduation ceremonies.

**October 16, 2009**

A memo was sent to the ASAC regarding the language of the policy and how it should be written per the request of Dr. Terry Richardson, chair of the Shared Governance Executive Committee.

**December 2009**

Staff Senate was told by Dr. Terry Richardson that the SGA voted unanimously that only the President be allowed to present diplomas at graduation. Also, the Faculty Senate voted 19 to 12 that only the President be allowed to present diplomas at graduation.

**JULY  
2009**

**AUGUST  
2009**

**SEPTEMBER  
2009**

**OCTOBER  
2009**

**NOVEMBER  
2009**

**DECEMBER  
2009**

**JANUARY  
2010**

**August 14, 2009**

Dr. Wilson sent a memo to Dr. Thornell and copied Staff Senate President, Jennifer Smith. Included with this memo was Staff Senate's July 13<sup>th</sup> memo along with background history on the policy. Staff Senate's July 13<sup>th</sup> memo was also forwarded to the Academic & Student Affairs Committee (ASAC) by Dr. Thornell, for review at their September 29<sup>th</sup> meeting.

**November 2, 2009**

The ASAC sent a memo to Faculty Senate & SGA and copied Staff Senate. The memo recommended that "only the President or his/her appointed designee will be permitted to present diplomas at commencement; AND that any full-time regular employee may walk across the stage with a family member for the recognition and photo opportunity IF: the employee is wearing appropriate academic regalia; AND the family member receiving the degree is the employee's child, spouse, or parent."

**November 9, 2009**

The President sent a memo to Dr. Richard Statom, Dr. Terry Richardson, and Jennifer Smith that attached three different memos trying to clarify the confusion. He stated in his memo, "The ceremony is entirely academic with centuries of tradition preceding us. That should be an important element in our thinking as we debate this topic."