**Staff Senate Meeting Minutes Tuesday, July 11, 2011 Raburn Conference Room**

Members present: Ethan Humphres, Jim Eubanks, James Burton, Keith Fields, Susan Freeman, Anita Holcombe, Louise Huddleston, Randall Phifer, Amanda Sharp, George Sherrill, Joan Smith, Melissa Thornton, Peggy Wingo, and Cindy Wood.

Absent: Martha Frances Graham and Melody Stewart.

I. The regular meeting of the Staff Senate was called to order at 10:05 a.m. July 11, 2011 in the Raburn Conference Room. Susan Freeman was asked to record the minutes in absence of Martha Frances Graham’s proxy, Dana Burbank.

II. Introduction of Proxies and Roll Call

No proxies. Attendance sheet was available for sign in. Anita Holcombe was recognized from the area of Business and Financial Affairs. This area was one short of the minimum of five senators, and Mrs. Holcombe agreed to serve. (Email 7-6-2011)

III. Approval of Minutes from June 14, 2011

After a spelling correction of Humphres, all present accepted and approved the minutes. James Burton made the motion, seconded by Joan Smith. Motion passed.

IV. Approval of Agenda

All present accepted the agenda as presented. A motion to accept the agenda was made by Amanda Sharp, seconded by James Burton. Motion passed.

V. Reports:

a. Staff Senate President’s Report

i. Compensation Ladder Update-Ethan Humphres reported there is something in the works but he cannot report anything until the information becomes official, hopefully at the September meeting. The Compensation Ladder Committee has not met within the last month.

ii. Regarding Graduate Assistance, Dr. Thornell clarified the information about the University paying for additional education. Although there is not a line item in the budget, individual departments can fund the advanced degrees. This is mainly funded for accreditation purposes.

iii. Kilby Committee has not met. Ethan Humphres has been charged with research regarding the technical needs. As a lab school, the technology should be as good as or better than the local public schools. The committee is aware that schools in the Florence area have white boards in all classrooms (Harlan) and I-Pads are available for high school students. This technology was provided by private funds, and that is the direction that the committee will pursue. Carole Maynard is researching lab schools in other states to see how their financial needs are met. Email has been sent to Kilby alumni seeking donations and Amanda Sharp is a contact if more information is needed. The chair of the committee is Dr. Donna Jacobs, Dean, College of Education.

b. Shared Governance Committee Reports

Many committees do not meet during the summer. Ethan Humphres will compile a list of committee with staff and send an email asking for a monthly report so that is information will be available to the staff senate.

VI. Unfinished Business

1. 2009-2010 Goals:
2. Staff Recognition Ad Hoc Committee: Jim Eubanks, chair, no report.
3. 2010-2011 Goals
4. Advocacy and Equity in the University Compensation Program

The senate will be notified in possibly in September of something official.

VII. New Business

1. Nominations and voting for Shared Governance Committee Vacancies

Email was sent to all the senators with the nominations received. After the list was compiled, two additional names were sent (7-7-2011) adding Terry Fowler, Athletics, for Institutional Effectiveness and Bob Freeman, CTS, Parking and Traffic Committee. Information was shared on each person nominated and a vote by secret ballot was taken. Results of the vote follows:

Distance Learning Advisory – Lisa Burton

Food Services – Peggy Bergeron and Bret Jennings

Infrastructure Development – Audrey Mitchell

Institutional Effectiveness – Terry Fowler

Parking and Traffic – Bob Freeman

Strategic Planning and Budget Study – Rebecca Walker

Faculty/Staff Welfare Committee – Jennifer Smith

Louise Huddleston made the motion to send the above names forward to Shared Governance. Seconded by Randall Phifer. Motion carried.

Jim Eubanks made the motion to recommend to Shared Governance certain committees should have members because of their position. Seconded by Cindy Wood. Motion carried. The reference discussed was Mary Bowers, Disability Services, on Infrastructure Development. Jim Eubanks reported that his building is considered as a shelter, but he does not serve on the Emergency Preparedness Committee.

VIII. Discussion

1. Goals for 2011-2012

Review of Staff Senate bylaws and membership and Shared Governance committee memberships are annual reviews need. Other suggestions included “town hall meetings” for staff members, staff development, and better communication. Ethan Humphres asked for a semi-final list of goals for the August meeting to be finalized by the September meeting.

1. Staff Senate Website Picture date and location.

The date was set for the September 12 meeting at the regular time, 10 a.m. Sites discussed were the Lions Cage, President’s lawn, and the fountain. Ethan Humphres will secure permission and will notify the senators of the exact location. The date is listed as Monday but may have to be changed to Tuesday if the Board of Trustees meets.

1. Other:

Catherine White or staff member from Human Resources will be invited to the August meeting to address primarily concerns regarding insurance. Questions were asked regarding wellness incentives as well as partnering with another institution lower costs.

IX. Announcements

1. Partial Campus Power Outage on August 3, 2011.

Eights buildings will not have power and was listed in an email sent by Michael Gautney earlier in July.

1. Future 2011 Meeting Dates were listed on the agenda. The dates listed are Mondays and when the Board of Trustees meets, the day will be changed to Tuesday.
2. Ethan Humphres will contact Dr. Cale and invite him to address the staff senate for a campus update.

Louise Huddleston made the motion to adjourn. The meeting adjourned at 11:15 a.m.

Respectfully submitted

Susan J. Freeman