**Staff Senate Meeting Minutes**

**Monday, November 14, 2011**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:04 am on November 14, 2011. The meeting was conducted in the Raburn Conference Room.

Members Present Were: Ethan Humphres, Jim Eubanks, Martha Frances Graham, James Burton, Keith Fields, Anita Holcombe, Louise Huddleston, Randall Phifer, Amanda Sharp, George Sherrill, Joan Smith, Melody Stewart, Melissa Thornton, Peggy Wingo, and Cindy Wood.

Absent: Susan Freeman

1. **Approval of Minutes from the October 10th meeting.**

All present accepted and approved the minutes as presented.

1. **Approval of Agenda**

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

1. **Reports**
	1. Kilby Committee Update- The committee is working to get continued, sustainable external funding to help pay the expenses of Kilby. The Alumni gathering brought in $10,000.
	2. Shared Governance Executive Committee- The commencement committee has agreed to allow honor cords for recognized academic honor societies at graduation. They are also looking into making an official policy regarding students who have 3 exams in one day. Currently the unofficial policy is for students who have 3 exams in one day to go to their professor and ask to move one of those exams to another day.
2. **Unfinished Business**
	1. There was no unfinished business that needed to be discussed.
3. **New Business**
	1. Early Scholar Policy Change-After much discussion the policy was declined with recommendations that would help to clarify this policy.
		1. Number three should state “Allow one 3 or 4 hour course tuition-free per semester instead of five hours.” After discussion it was decided that “per semester” would help clarify this point on the policy.
		2. For number 5 the exceptions should be approved by the department chair, dean, and provost.
		3. If this is going to be considered a “scholar” program then the requirements should be higher than a “C” average to get in the program and possibly even to stay in the program.
		4. Staff Senate would also like to have more data regarding the retention rate of the Early Scholars.
		5. The motion was made to decline this policy by Jim Eubanks and Seconded by Amanda Sharp. Motion passed.
4. **Discussion**
	1. Ideas on annual campus-wide forum- Possibly at the October or September meeting.
	2. Ideas on professional development opportunities- Possibly a forum on customer service.
5. **Announcements**
	1. Recovery Audit Law- Any money that an institution overpays a vendor the Legislature will try to recover that money and then decide how much will go back to the institution.
	2. The committee is beginning to look at the bylaws.
	3. Annual Leave- Any unused annual leave over 200 hours will roll into sick leave.
	4. $100,000 was distributed for salary increases to begin bringing people up to market value. It will take about 3 years for everyone to get caught up.
	5. At the December meeting we will discuss what to do about the January meeting because it falls right at the beginning of the semester and most people will have a hard time coming to this meeting.
	6. Future 2011 Meeting Dates

December 12, 2011\*

January 9, 2012

February 13, 2012

March 12, 2012\*

April 9, 2012

May 14, 2012

June 11, 2012\*

\*Subject to Board of Trustees meeting date

1. **Adjournment**

Motion to adjourn was made by Jim Eubanks. The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Martha Frances Graham