**Staff Senate Meeting Minutes**

**Monday, October 10th, 2011**

**Board Room, Bibb Graves**

The regular meeting of the Staff Senate was called to order at 10:00 am on October 10th, 2011. The meeting was conducted in the Board Room of Bibb Graves.

Members Present Were: Ethan Humphres, Jim Eubanks, James Burton, Keith Fields, Susan Freeman, Anita Holcomb, Randall Phifer, Amanda Sharp, George Sherrill, Melody Stewart, , Peggy Wingo, and Cindy Wood.

Proxies: Steve Burnett for Louise Huddleston, Janine Love for Martha Frances Graham, Sandy Osborn for Melissa Thornton, and Pam Osborn for Joan Smith

Absent: Martha Frances Graham, Louise Huddleston, Melissa Thornton, Joan Smith

1. **Approval of Minutes from the September 13th meeting.**

All present accepted and approved the minutes as presented. A motion to accept the minutes was made by Amanda Sharp and seconded by Randall Phifer. Motion passed.

1. **Approval of Agenda**

All present accepted the agenda as presented. A motion to accept the agenda was made by Jim Eubanks and seconded by Susan Freeman. Motion passed.

1. **Reports**
   1. President Cale addressed Staff Senate with a “State of the University” report. He would like to make this a regular agenda item in the fall. He discussed and/or briefed the following items:
      1. Division 1 update: Alan Meddars and Mark Linder continue to have success in raising funds for the projected 5 year plan and are conducting forums with faculty and staff to share the information and answer questions. Discussed resolution items approved by the Board to include: Private funds for seed money; OVC invitation; Addition of two female sport teams; Limits on athletic spending from University budget.
      2. As previously discussed during the summer, the partnership with China for an Integrative Healthcare Management program is still alive. They are looking at several properties for potential location.
      3. Financial status of institution is good. The University could handle an additional proration of up to 3% if necessary**.** The Board was unaware of retirement increase when establishing raise at 3.5%. A 1% across the board raise is about 400k and a 3% is 1.2mil.
      4. Science building: Borrowed $25mil. in bonds, 6mil. from state, and 700k from a Federal Grant. Design almost complete with an estimate of $41mil to build. Still optimistic on cost but could raise the additional funds if needed through a possible $3/credit hour increase.
      5. Black Box theatre set for completion in Feb/Mar timeframe. All is going well and under budget!
      6. Academic Commons is moving forward in planning and will receive some funding from the restructuring of other bldg. loans. There is $4mil. available at present for the bldg. and bidding will begin soon. It will contain retail on the 1st floor, student services on the 2nd floor, and the Criminal Justice program on the 3rd floor along with other academic space.
      7. New policy concerning annual leave was discussed. Employees are now able to rollover excess annual leave into sick leave to prevent loss.
      8. Enrollment status: Spring was down approx. 400 students and approx. 100 in the fall.
      9. The impact of the increase in online programs is still unknown at present. The President expressed some concern and feels the socialization is very important especially for the undergrad. courses to have the “whole experience”. Online possibly more suited for graduate level. The most viable approach for future may be hybrid courses with online and in the classroom elements.
      10. Dr. Cale expressed his pride in the students and the faculty/staff.
   2. Staff Senate President’s Report
      1. The Kilby Comm. is working on a formal presentation for funding to identify external and internal sustainable sources. Recommendations pending. Also need to establish formal status as “Designated” Laboratory School.
      2. Major discussion on payroll changes with the raise, progression to Market Value, and the Compensation Ladder program. While the raise was across the board, there were still some funds put aside for progression to Market Value, which was one of the stated goals of the Staff Senate last year. However, these funds were limited and a timeframe was established to cover as many as possible. There were 60 people who received a progression to Market Value raise that were due from 10/01/2008 to 12/01/2009. The next increment will be the largest and will need $250K to move those entitled to 10/01/2010 status. This will be a partial year move. There will be money set aside in the budget to continue moving forward to include $450k over the next 4 years. The compensation ladder program is still in development and a completion date is unknown at present. There will be more information given to the staff at large as available.
   3. Shared Governance Executive Committee
      1. The Food Service Committee added three members to the committee to represent International Services and Residence Life.
      2. Discussed adding Honor Cords to Commencement ceremony was declined.

**iii.** Ethan spoke with Renee Vandiver for information on staff recognition committee recommendations. He would still like to establish this program through Staff Senate.

1. Unfinished Business – None
2. New Business
   * 1. Multicultural Advisory Committee replacement member. There was a vote between nominees Haley Brink and Dexter Shorter with Haley selected as the representative.
     2. Distance Learning Committee Quality Assurance proposal. A proposal has been to establish standards for online courses to include professional education and development. It has been met with some resistance but is moving forward. The motion to approve the Proposal for Standards was made by Melody Stewart and seconded by Susan Freeman. Forward proposal with approval.
3. Discussion
   1. There was a motion by Jim Eubanks to close out the goal from 2010-11 for Advocacy and Equity in the University Compensation Program. Forward progress has been established. The motion was seconded by Randal Phifer. Motion passed.
   2. Ideas for campus wide discussion forums included Compensation Ladder status and explanation on progress.
   3. Ideas on professional development opportunities included: Customer Service training/certification; Workplace relationships; Leadership skills; Stress relief with humor; Exercise, health and nutrition.
4. **Announcements**
   1. Division I forums upcoming and attendance encouraged.
   2. Renee Vandiver offered for Staff Senate to include information in the Academic Affairs Newsletter. This can be linked to the Staff Senate website.
   3. Shared Governance reporting structure. A re-explanation was given for the Exec. Comm. liaison for each area. Dr. Steve Smith is for Staff Senate, Dr. Thornell for Faculty Senate, and David Shields for SGA.
   4. Jim Eubanks gave information on funds received for the purchase of the country club. Last year the Board voted to add a $1 fee to purchase the Country Club however the money was never used. Students voted on the use of the money as the fee is still being assessed. The vote is pending for the end of the semester.
   5. Future 2011 Meeting Dates

November 14, 2011

December 12, 2011

1. **Adjournment**

Motion to adjourn was made by Jim Eubanks. The meeting was adjourned at 11:05 a.m.