**Staff Senate Meeting Minutes**

**Monday, November 12, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on November 12, 2012 in the Raburn Conference Room.

Members present were Haley Brink, R.J. Chittams, Jim Eubanks, Keith Fields, Susan Freeman, Martha Frances Graham, Anita Holcombe, Louise Huddleston, Randall Phifer, Amanda Sharp, Melissa Thornton, Jimmy Waddell, and Peggy Wingo.

**I.** **Approval of minutes from the October 8th Meeting**

 Susan Freeman noted that she had been marked absent when she was in attendance.

 Peggy Wingo made a motion to approve the minutes with that change. Susan Freeman

 seconded. Minutes approved.

**II. Approval of agenda**

 Jimmy Waddell made a motion to accept the agenda as presented. Martha Frances

seconded. Agenda approved.

**III. President’s Report**

SGC Committee Report

 - Dr. Lelon Davidson is retiring and Dr. Thomas Calhoun will be replacing him as the

 Diversity officer. Dr. Calhoun will become the Vice President for Enrollment

 Management as well as the Diversity Officer

 - Jim Eubanks asked Catherine White for an update on the promotional salary increases

 proposal. She informed the Committee that the proposal was approved in Staff Welfare,

 and sent back to the SGEC for distribution

 - SGC sent recommendations for structure/membership of committees. Each committee is

 to evaluate their membership and report to the SGC

 - The Scholarship Committee is not currently under Shared Governance and President

 Cale would like for it to be. He feels that it needs more representation from the campus

 regarding how scholarship money is divided. President Cale has suggested voting/non-

 voting members.

**IV. Committee Reports**

 - F/S Welfare

* Health Services has an ongoing issue with employees who do not pay their fees at the Infirmary. Dr. Kyrel Buchanan would like to establish a policy whereby those employees could be payroll deducted for those fees. Dr. Smith does not want this to be a common practice because of the burden on payroll, therefore, payroll deduct will be used as a last resort.
* Similarly, there has been an issue with employees failing to pay fees for courses they or their dependents or spouses took through tuition remission. This will also be addressed through payroll deduct as necessary.
* The Committee is working to determine the benefit to employees for spouses and children to attend the infirmary if the option became available.

- Division I Workgroup

* The Division I Workgroup met to get a D1 update from Mark Linder
* Discussed academic performance and retention
* The Workgroup is to give a D1 presentation to the Shoals Chamber of Commerce on November 13th

**V. Unfinished Business**

 No unfinished business.

**VI. New Business**

- Since new freshmen will soon be required to live on campus the first year, there has

 been some concern about whether exceptions can be made for students with special

 circumstances. Residence Life is still determining the range of exceptions, but has

 indicated that marital status, dependents, active military status, age, and distance from

 UNA will be considered with regard to the rule.

 - Enrollment/retention – Dr. Luna and his staff in Institutional Research will be

 personally contacting students who spent one year at UNA and had a GPA above 2.0

 but did not return to UNA

 - Staff Senate Goals

* Look at by-laws again this year, then continue on a two-year cycle – Jim Eubanks will provide leadership for this goal
* Re-examine committee make-up.
* Wellness Initiatives – Jimmy Waddell, Catherine White, and Amanda Sharp
* Staff Attitudes Survey – Haley Brink, Anita Holcombe, and Melissa Thornton

Haley Brink made a motion to approve the goals as presented. Anita Holcombe seconded. Goals accepted as above.

**VII. Announcements**

The next meeting will be December 10, 2012, 10 a.m., in the Raburn Conference Room.

**VIII. Adjournment**

Adjournment at 11:02 a.m.

Respectfully Submitted,

Melissa B. Thornton