**Staff Senate Meeting Minutes**

**Monday, March 12, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:01 am on March 12, 2012. The meeting was conducted in the Raburn Conference Room.

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

Excused Absence: Amanda Sharp

Proxy: Jarrod Russell for Randall Phifer

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

After adding Susan Freeman to the members present portion of the February minutes a motion was made to accept the minutes by Louise Huddleston. Seconded by Joan Smith. 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 Louise Huddleston. Motion passed.

1. **Reports**
	1. Academic Honestly Policy has been approved and sent on through.
	2. Tuition Remission Policy for Adjuncts is going to Faculty/Staff Welfare. The policy is trying to allow adjuncts to have tuition remission in the summer even if they are not teaching.
	3. A work group has been established to begin discussing the idea of having a residence requirement for freshman.
	4. An ADA compliance work group has also been established to try and bring campus into compliance with all ADA policies.
	5. A work group has also been established to begin the planning stages of a new residence hall.
	6. There is a Division I transition work group that is working to make sure we stay Division I ready.
2. **New Business**
	1. Study Abroad Policy- we support the policy and we would like to see it become an actual policy. Motion made my Louise Huddleston to accept the policy. Seconded by Susan Freeman. Motion passed.
	2. Officer and Senator elections- Ethan Humphres term end in May.
	3. Shared Governance Committee vacancies- these usually are not required until the fall but we would like to get the names finalized in June or July.
	4. Three Exam Policy Proposal- this is currently an unwritten rule that students are trying to get put into an official policy. Motion was made my Cindy Wood to accept this policy. Seconded by Jim Eubanks. Motion passed.
	5. Graduation Requirement Policy Proposal- the registrar’s office wants to change the wording to say that 50% of work towards the degree should be completed at UNA. Instead of saying that 64 hours should be completed here. Motion was made by Jim Eubanks. Seconded by Joan Smith. Motion Passed.
	6. Thanksgiving Break Policy Proposal- This policy was submitted by SGA trying to change the school calendar to allow for the full week off at Thanksgiving break. A motion was made by Joan Smith to vote on the proposal by Joan Smith and Seconded by Jim Eubanks. One vote was against the proposal. Motion passed.
3. **Unfinished Business**
	1. Shared Governance committee membership reviews—all of the motions were made to recommend that the positions be added to the committees.
		1. Food Service committee- this is a newly formed committee so for now it has a good balance of faculty and staff on it.
		2. Research Committee- It was recommended that someone from Andrew Luna’s office be added by position and a voting staff member. Motion was made by Jim Eubanks and seconded by Louise Huddleston. Motion passed.
		3. SGEC- Staff Senate and faculty senate will both be voting members. Also anyone who is a member by position should not also be a member at large. Motion made by Louise Huddleston and seconded by Cindy Wood. Motion passed.
		4. Human Subjects Committee- The committee chair is looking into the federal guidelines to see if someone can be added to the committee. If they can possibly add a staff member at large maybe from Student Affairs or the research office.
		5. Academic and Student Affairs- Three out of the four staff members on the committee thought the ratio of faculty to staff was okay. One suggested adding another at large position. It was discussed that someone from Computer Services needed to be added by area. The motion was made by Joan Smith and seconded by Anita Holcombe. Motion passed.
		6. Infrastructure Development Committee- Add one staff member from computer services by position. Motion made by Jarrod Russell and seconded by Cindy Wood. Motion passed.
		7. Athletic Committee- Add another staff member at large position and possibly look at the committee again soon because they have just added some other position to this committee. Motion made by Jim Eubanks and seconded by Martha Frances Graham. Motion passed.
		8. Distance Learning Committee- the committee said it currently had a good balance and did not need to add anyone.
		9. Faculty/Staff Welfare Committee-the committee said it currently had a good balance and did not need to add anyone.
		10. Institutional Effectiveness- the committee said it currently had a good balance and did not need to add anyone.
		11. International Programs/Offerings Committee- The committee felt as though they were balanced at this point. Discussion followed. Motion was made to suggest added David Shields by position by Cindy Wood. Seconded by Jim Eubanks. Motion passed.
		12. Multicultural Advisory Committee- Add one someone from the International Affairs office and someone from Student Engagement by area. Motion was made by Cindy Wood and seconded by Martha Frances Graham. Motion passed.
		13. Parking and Traffic Committee- Add another staff member at large. Motion was made by Melissa Thornton and seconded by Joan Smith. Motion Passed.
		14. Safety and Emergency Preparedness Committee- Add the director of the Rec Center by position. Motion made my Cindy Wood and Seconded by Melissa Thornton. Motion Passed.
		15. Strategic Planning- staff on the committee thought it was okay the way it is. Add someone from HR, Maintenance, and Computer Services by position. Motion made by Jim Eubanks and seconded by Melissa Thornton. Motion passed.
		16. Student Financial Services Committee- the committee said it currently had a good balance and did not need to add anyone.
		17. Technologies Advisory Committee- Make the Computer Services director by position be voting and add a staff at large position. Motion made by Jim Eubanks and seconded by Susan Freeman. Motion passed.
		18. Undergraduate Admissions Committee- Add a staff member from CAARS and one from Registrar’s Office staff by area. Motion made my Anita Holcombe and seconded by Joan Smith. Motion passed.
4. **Announcements**
	1. Future Meeting Dates
		1. April 9, 2012
		2. May 14, 2012
		3. June 11, 2012 \*Subject to Board of Trustees meeting date
5. **Adjournment at 11:40 a.m.**

Respectfully submitted,

Martha Frances Graham