**Staff Senate Meeting Minutes**

**Monday, May 14, 2012**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:05 am on May 14, 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, Randall Phifer, Amanda Sharp, George Sherrill, Melissa Thornton, Peggy Wingo, and Cindy Wood.

Proxy: Paula Haley for Joan Smith and Steve Burnett for Louise Huddleston.

1. **Approval of Minutes from the March 12th meeting.**

A motion was made to accept the minutes by Anita Holcombe. Seconded by Keith Fields. Motion passed.

1. **Approval of Agenda**

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

1. **Reports**
   1. The computer administrative rights proposed policy and the network and computer monitoring proposed policy were sent to the Technology Advisory Committee.
   2. Report from the Board Retreat
      1. They had a good discussion on the progress of Division I. They currently have $3.1 million in pledges.
      2. There are no concrete plans for Kilby yet but we should know what it is soon.
      3. Lab fees for the sciences are changing from $30 to $50.
2. **Unfinished Business**
   1. Catherine White is sending a proposal forward to Steve Smith to make sure that the $100,000 stays in the budget for moving staff to the midpoints.
3. **New Business**
   1. Shared Governance Committee Vacancies
      1. Send any recommendations to Jim Eubanks.
   2. Shared Governance committee membership recommendations
      1. Ethan Humphres will have the proposals hopefully by the end of the month and will send them to us when he finishes them.
   3. Staff Senate Bylaw update
      1. Change the name of Physical Plant to Facilities Administration and Planning.
         1. Motion made by Amanda Sharp and seconded by Melissa Thornton. Motion passed.
      2. Article 3 Section 6
         1. A member who transfers outside the area he/she was elected to represent or voluntarily relinquishes his/her membership will vacate that elected position (except in the case of officers as described in Article V, Section 1, Item C). As soon as is feasible, a special election (in accordance with Article III, Section 5) will be held to select a replacement member. The replacement member will serve out the remainder of the previous member’s term with all the rights and privileges assigned to a member. Nominations and elections for this purpose will also be in accordance with Article III, Section 4. If the remainder of the aforementioned term is 1/2 or more of a full term (3 years), the term shall count toward the term limit of a member as described in Article III, Section 3. Otherwise, it shall not count and the replacement member shall be eligible for term membership as described in Article III, Section 3.
         2. Motion to change the wording to 2/3 of a term made by Amanda Sharp and seconded by Keith Fields. Motion Passed.
      3. Article 1 Section 4
         1. To ensure the Staff Handbook is up-to-date and in accordance with current University policies and procedures. The aforementioned handbook shall be reviewed, with the assistance of the Office of Human Resources and Affirmative Action, every even numbered year (except in cases where compliance or other extenuating reasons apply).
         2. Motion to accept by Randall Phifer and seconded by Anita Holcombe. Motion passed
      4. Article 5 Section 4 Item E
         1. When unable to attend a meeting, an officer may appoint a proxy as described in Article III, Section 6. However, a proxy for an officer shall not have the full privileges assigned to an officer (except in the case of the secretary). A proxy for an officer shall have all the privileges of membership as described in Article III, Section 6 but shall not have full privileges of an officer. If both the President and Vice President are unable to attend a meeting, the meeting shall be cancelled until a time when, at a minimum, one of the officers shall be present to preside over the meeting.
         2. Motion to accept changes by Randall Phifer and seconded by Amanda Sharp. Motion passed.
      5. Change to add director from HR by position. Motion by Cindy Wood and seconded by Amanda Sharp. Motion passed.
   4. Goals- We are still working on having someone come to campus for professional development.
4. **Announcements**
   1. Future Meeting Dates
      1. June 11, 2012 \*Subject to Board of Trustees meeting date
5. **Adjournment at 11:40 a.m.**

Respectfully submitted,

Martha Frances Graham