**The Staff Senate Meeting Minutes**

**Tuesday, July 8, 2013**

**Raburn Conference Room**

**Minutes**

The regular meeting of the Staff Senate was called to order at 10:05 a.m. on July 8, 2013 in the Raburn Conference Room.

Members present were Melissa Thornton, Jimmy Waddell, Anita Holcombe, Keith Fields, Randall Phifer, Peggy Wingo, Haley Brink, R.J. Chittams, Janet Jones, Molly Vaughn, Susan Hughes, Paula Hailey, and Catherine White

Absent: George Sherrill and Thomas Tidmore

**I. Approval of minutes from the June 18th Meeting**

Ms. Peggy Wingo made a motion to approve the minutes from June 18th. Mr. Keith Fields seconded. All present and approved the minutes as presented.

**II. Approval of agenda**

Ms. Peggy Wingo made a motion to approve the agenda. Ms. Paula Hailey seconded. All present and approved the agenda as presented.

**III. Staff Senate President’s Report**

No Shared Governance Committee meeting updates to report. Mr. Jimmy Waddell reported that the Wellness Committee did not meet, but Mr. Eubanks has new information (regarding a Wellness Day) from Appalachian State University that will be shared with the committee at the next meeting. Mr. Jimmy Waddell also suggested nominating additional members. Currently Mr. Jimmy Waddell, Catherine White, and Jim Eubanks serve on this committee. Ms. Molly Vaughn volunteered to serve. There were also discussions to add Ms. Janet Jones and Dr. Tom Coates.

**IV. Unfinished Business**

The Staff Attitudes Survey Committee met to review/revise the survey. Ms. Molly Vaughn made these suggested revisions. A copy of the revised survey was emailed to all Staff Senate members prior to meeting.

Discussions and Concerns:

Concern of survey responses being anonymous

Not all questions are required to be answered

Identifying current levels of staff members

What is the assessment tool (staff survey) for? What information is to be gathered? What is to be

 done with results?

Main focus of survey is to report results concerning compensation/raises at the next

 Board Meeting

Include question– Are staff members seeking other employment inside/outside

 University due to lack of raises?

A decision to pass a 2% increase in salaries at the next Board Meeting is hopeful

Creating a paper survey for employees with limited access to computers

Perception of UNA compensation comparable to other universities

Reaching midpoint within five years– Ms. Catherine White reported that the database is

 controlled off of a date –for every day an employee has been in his/her job, it calculates how

 much of a raise per day an employee should receive- currently the status is two years behind-

 – the more employees that have not reached midpoint- the less each employee will receive-

 midpoint is moved each time there is a COL shift

Administration has committed so far to $100,000 each year toward raises- if this amount remains

 in the budget -once everyone gets to midpoint- this money will fund compensation ladders in

 the future

Foresee increasing gaps- employees with a few years of service and employees with ten or

 more years of service- this middle range gap of employees are more willing to accept other employment that offer higher compensation

New promotion policies – 10% minimum, or 5% per grade, or minimum of new grade

New replacement hires compensated at a higher salary than employee resigning or employee

 seeking the same position

Compensation market analysis based – public institution, mastered level institution, budget

 amount, enrollment- creates a cohort (some of Division I, Division II) – if we go to Division

 I and enrollment increases, budget increases, etc. – this may push UNA into a larger cohort

Discussion to include/remove from Staff Survey the question of graduated health coverage – the

 decision to implement this was stopped previously at the faculty/staff welfare committee

 because of the many factors

Tentative date for final draft of the Staff Survey –August 1st

**V. New Business**

Nominee for the Multicultural Advisory Committee –Ms. Haley Brink nominated Ms. Evelyn Roberson from International Affairs. Ms. Molly Vaughn nominated Nathan Pitts from Institutional Research if Ms. Roberson could not accept the nomination.

**VI. Discussion**

No other discussion

**VII. Announcements**

The next meeting will be August 12th at 10:00 in the Raburn Conference Room.

**VIII. Adjournment**

Motion to adjourn was made by Mr. R.J. Chittams at 11:15.

Respectfully Submitted,

Anita Holcombe