**The Staff Senate Meeting Minutes**

**Tuesday, September 9, 2013**

**Raburn Conference Room**

**Minutes**

**I. Call to Order**

The regular meeting of the Staff Senate was called to order at 10:00 a.m. on September 9, 2013 in the Raburn Conference Room.

**II. Special Speaker**

Ms. Melissa Medlin came to speak to senators regarding student hiring procedures.

Register with Lionjobs to view and apply for jobs. University jobs come in two types:

University workstudy and Federal workstudy. Ms. Medlin distributed packets which included

a career guide, registration and job search instruction (back side a sample resume for Freshman/Sophomores), and a Career Planning and Development calendar of events for Fall 2013. Display racks with updated information from Career Planning and Development is available upon request. New pilot program will begin this fall (flexible Fridays) which accommodates student walk-ins to Career Planning and Development.

**III. Introduction of Proxies & Roll Call**

Members present were Melissa Thornton, Jimmy Waddell, Anita Holcombe, Keith Fields, Randall Phifer, Peggy Wingo, Haley Brink, R.J. Chittams, Janet Jones, Susan Hughes, Paula Hailey, George Sherrill, Thomas Tidmore and Nathan Pitt (proxy for Molly Vaughn).

Absent: Catherine White, Molly Vaughn

**IV. Approval of Minutes from the August 12th Meeting**

Mr. Jimmy Waddell made a motion to approve the minutes from August 12th. Ms. Susan Hughes seconded. All present and approved the minutes as presented.

**V. Approval of Agenda**

Ms. Peggy Wingo made a motion to approve the agenda. Mr. Jimmy Waddell seconded. All present and approved the agenda as presented.

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

Ms. Melissa Thornton reported that the Shared Governance Executive Committee met on 8/26/2013 and made several revisions to faculty handbook (these revisions can be seen on the Vice President for Academic Affairs website). Ms. Melissa Thornton begin updating the Staff Senate website- with all members names and to support this - Ms. Shannon Wells stopped in during meeting to take photos of staff members.

**VIII. Unfinished Business**

Mr. Jimmy Waddell reported on Wellness on Program Committee meeting. There were still discussions on ways of funding a full-time position to head this wellness program. Mr. Jim Eubanks is currently working on ideas for funding this position. The committee has set a date of February 21st for a health and wellness day at UNA. One reason for this date was new-year resolutions are still fresh in everyone’s minds. Another reason for this date is February 22nd is National Recreational Sport/Fitness Wellness Day. Details are being finalized and will be reported to Staff Senate members by Mr. Jimmy Waddell.

Staff Attitudes Survey updates came from Mr. Nathan Pitt. At the present time there have been 234 started with 227 completed. Goals were to have 250 completed. An email of the results will be send to members by Mr. Nathan Pitt. There were plans discussed to discontinue survey in order to analyze data for Board of Trustee Meeting on September 16th. Discussions on topics to report at BOT meeting:

Morale low among employees because of no cost-of-living raises

Departments are understaffed- additional work assignments, higher enrollment

Salary comparisons with other colleges/universities

Hardship of hiring quality people for underpaid jobs

UNA does offer stability

Compensation ladder still not implemented

**IX. New Business**

Dr. Thornell reported that the Executive Council had approved a title change for Melvin Davis to Dean of Library Services. Ms. Thornton proposed changes to update the Staff Senate bylaws:

to include e-business- to help complete unfinished business without calling a meeting

to add Ms. Catherine White as a member by position

to include the Staff Attitude Survey

A week’s notice is needed to amend the bylaws. A short meeting will be called to amend. Discussions were initiated for the implementation of a staff newsletter; to include present business, staff contact information, and updates.

**X. Discussion**

Ms. Anita Holcombe reported some staff concerns regarding parking this semester; staff being asked to park offsite to help provide additional parking spaces; another issue reported was there were no police officers posted at faculty/staff parking lots during the first few days of classes to help deter students from parking in these restricted lots. Alternative solutions discussed were adding additional shuttles for those parking off campus, and offering flexible working hours for employees. There were also discussions regarding posting results of staff attitude survey campus-wide without comments.

**XI. Announcements**

The next meeting will be October 14, 2013 at 10:00 a.m. in the Raburn Conference Room.

**XII. Adjournment**

Motion to adjourn meeting at 11:19.

Respectfully Submitted,

Anita Holcombe