

UNA Staff Senate
Monday, January 9, 2017
GUC Banquet Halls
Minutes of the Meeting

- I. Call to Order – Senate President, Dr. Kevin Jacques, called the meeting to order at 10:03 a.m.
- II. Members present and comprising a quorum were: Lillian Akin, Bishop Alexander, Jennifer Murray (proxy for Caleb Banks, Amanda Sizemore, and Christy Waters), Melissa Bolton, Haley Brink, Gigi Broadway, Jason Vaughn (proxy for Bobby Champagne), Chuck Fadell (proxy for Mitch Coffman), Kelly Ford, Anita Holcombe, Janet Jones, Lori Eastep (proxy for Regina Sherrill), Melissa Thornton, Luke Underwood, Dr. Molly Vaughn, Jimmy Waddell, and Ben Finley (proxy for Russ Wilson).
- III. Approval of Minutes – Ms. Akin made a motion to accept the December 12, 2016, minutes as printed. Ms. Brink seconded and the motion carried.
- IV. Approval of Agenda – Ms. Thornton moved to accept the agenda as printed. Dr. Vaughn seconded and the motion carried.
- V. Staff Senate President's Report
 - A. Employee Evaluation Update – Pres. Jacques reported that RFPs for new evaluation software have been returned and submitted to Human Resources. The committee will meet to review the proposals.
 - B. Catherine White – Pres. Jacques invited Catherine White, Assistant Vice President for Human Resources, to attend today's meeting, but due to a last-minute conflict, she was not able to attend. She will be invited to the February meeting.
- VI. Unfinished Business
 - A. The Environmental Specialist Leave Policy – this policy, requiring environmental specialists to provide a doctor's excuse when absent, is no longer in effect.
 - B. Wellness Day – Ms. Jenkins suggested that Dr. Lee Renfroee may be interested in collaborating on this effort. It was also suggested that Bliss Adkisson may be willing to assist as she did last year. Pres. Jacques will reserve a date with University Events.
- VII. New Business
 - A. Nominations – Melissa Thornton, Staff Senate Vice President, has accepted a position at NWSCC and will be leaving in three weeks. Therefore, a replacement needs to be elected. Pres. Jacques will send a list of qualified members through E-Business with a job description.

- VIII. Discussions
 - A. When revising the Staff Senate Bylaws, an item needs to be added concerning how to fill a vacancy created when an officer leaves the University.
- IX. Announcements
 - A. Next Meeting – February 13, 2017, 10 a.m., GUC Room 200
- X. Adjournment – The Senate adjourned at approximately 10:45 a.m.

Respectfully submitted,

Kelly Ford
Staff Senate Secretary, 2016-2017