

Staff Senate
November 13, 2017 10:00 A.M.
GUC 200
Minutes of the Meeting

- I. Call meeting to order – Senate President, Jarrod Russell, called the meeting to order at 10:00 am.
- II. Members present and comprising a quorum were Jill Chambers – proxy for Bishop Alexander, Melissa Bolton, Gigi Broadway, Ashley Christman, Mitch Coffman, Salena Denton, Ginger Gatlin, Bret Jennings – proxy for Kevin Jacques, Janet Jones, Allison Mays, Jarrod Russell, Regina Sherrill, Amy Thompson, Luke Underwood, Molly Vaughn, Jimmy Waddell, and Christy Waters
- III. Michelle Dailey, Veterans’ Affairs Specialist, spoke to the Staff Senate regarding veterans on campus. There are over 500 veterans currently attending UNA. UNA has been rated first on military friendliness as a campus. There is currently a motion going through Shared Governance that would allow Freshman Veterans to park on campus. There are 50 Freshman Veterans on campus currently. There is a new MVA center in the GUC – all are welcome to visit.
- IV. Approval of minutes – Ms. Bolton made a motion to approve the minutes from the October 9, 2017 meeting as printed. Ms. Broadway seconded and the motion carried.
- V. Approval of agenda – Mr. Underwood made a motion to approve the agenda for the November 13, 2017 meeting as printed. Ms. Bolton seconded and the motion carried.
- VI. Staff Senate President’s report – President Russell informed the Senate that the Veteran Parking proposal is in the process of Shared Governance. Also, the December Staff Senate meeting may be cancelled if there is no pressing business.
- VII. Unfinished business – none.
- VIII. New business
 - a. Proposal to Change Academic Calendar – Thanksgiving Week – Mr. Underwood made a motion to approve the schedule sent to the senate. Ms. Bolton seconded and the motion carried.
 - b. Proposed Addendum to University Travel Policy – Ms. Bolton asked if the statement “Exceptions may be granted in special circumstances with the approval of the college dean or vice president” would be made at the time (late at night) or would it be retroactive? Mr. Waddell motioned that discussion be tabled until those questions can be asked. Ms. Bolton seconded the motion. Mr. Russell will send the answer to senators via email for an electronic vote.
 - c. Election to replace Academic Affairs representative to Staff Senate – Senators are asked to recruit for new senator. Bishop Alexander will arrange the election.
- IX. Discussions
 - a. Mr. Underwood invited Ms. Allen, the Graduate Assistant for Wellness from HPER, to talk to the senate regarding Wellness Day. Ms. Allen is dedicated to starting a faculty/staff wellness program at UNA. She has established a logo and is working on a website. Wellness lunches are

available. There are a variety of wellness activities in the Spring. Ms. Allen would like to help with Wellness Day. She can be reached through wellness@una.edu.

- b. Ms. Jones was approached by an employee with a question regarding pay changes with grade changes. The employee was interested in a position that was listed at a higher pay grade, but the starting pay was lower than the employee was currently paid. The senate determined that the policy states if the job is posted at a higher grade, but the salary is lower, the employee should have an increase of 10% per salary grade, as listed in the employee handbook.
- c. Mr. Waddell asked if the senate would be interested in forming a committee to investigate why the market based pay amount only increased 3% from 2011-2017. Mr. Underwood asked what the difference would be if the numbers came from the same area.
- d. Mr. Underwood informed the senate that the Facilities department has been issued new written procedures for sick leave. Some of these procedures match up with the employee handbook, but some don't. Disciplinary actions are listed that aren't in the handbook. Mr. Underwood felt that the policy had been implemented to clear up gray areas in the handbook. Any change in the handbook has to go through Shared Governance. Mr. Jennings stated that each department has the right to set up its own policy. Ms. White in Human Resources has said departments can have separate policies, but it has to comply with the handbook. Mr. Russell will take the policy to Ms. White to make sure it went through the proper channels. Mr. Waddell suggested that the changes be put in the staff handbook to make it equitable.
- e. Awards Gala – there are three staff awards to be given. Ms. Christman joined the committee to name awards.

X. Announcements

- a. Next meeting – December 11 at 10 am in GUC 200

XI. Adjournment – Mr. Waddell made a motion to dismiss. Mr. Underwood seconded and the Senate adjourned at 11:30 am.