

Staff Senate
December 11, 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 a.m.
- II. Bryan Rachel, Update on UNA Branding. Mr. Rachel will hold campus wide meetings in January to discuss branding. His office, University Communications and Marketing, should be completing departmental logos by January. No one should create their own logo. Only information from the website should be used – this includes social media. In the Spring semester, four student workers will be working with each department on the content of their website. Departments should use the Print Shop as their first choice for printing needs. University Communications and Marketing will be providing a template center for use by all. The official font of the University is Palentino Linotype, and this should be used by all.
- III. Members present and comprising a quorum were Lillian Akin, Bishop Alexander, Caleb Banks, Laura Beasley,, Bobby Champagne, Ashley Christman, Mitch Coffman, Salena Denton, Ginger Gatlin, Kevin Jacques, Janet Jones, Allison Mays, LaNita Riant, Jarrod Russell, Regina Sherrill, Amy Thompson, Luke Underwood, Jimmy Waddell, and Christy Waters.
- IV. Approval of minutes – Mr. Underwood made a motion to approve the minutes from the November 13, 2017 meeting as printed. Mr. Banks seconded and the motion carried.
- V. Approval of agenda – Mr. Banks made a motion to approve the agenda for the December 11, 2017 meeting as printed. Mr. Underwood seconded and the motion carried.
- VI. Staff Senate President's report – President Russell spoke with Mrs. White in the Human Resources Department regarding the new procedures in the Maintenance Department. He was informed that each department has the right to make their own procedures. The Maintenance Department is trying to enforce policies that are currently in force to make sure that everyone is following them. President Russell will follow up with a meeting with Mr. Gaultney in Maintenance.
- VII. Unfinished business
 - a. The election for the Academic Affairs representative to the Staff Senate is underway. The link will close at 4:30 on December 14.
 - b. Senators were advised via email regarding the new travel policy. The language was clarified and is being sent to other governing bodies.
- VIII. New business
 - a. SGA Parking Proposal for Freshman Military Veterans - Mr. Jacques made a motion to approve the proposal sent to the senate. Mr. Underwood seconded and the motion carried.
 - b. Consensual Relationships Policy – the question was raised whether this policy applied to Resident Assistants. Mr. Jacques said that this policy was more concise than the previous one. This motion is tabled until the January meeting. Mr. Russell Mrs. White and Mrs. Fite-Morgan to attend the meeting in order to provide clarification.

- c. Revised Graphics Standards Manual - Mr. Banks made a motion to approve the proposal sent to the senate. Mr. Champagne seconded and the motion carried.
- d. Policy on Children/Personal Visitors in the Workplace – the discussion included: the words “personal visitor” should be added in the 6th paragraph. If a child/visitor is in your office, the supervisor needs to be notified. Mr. Banks will send language defining visitor. Mr. Banks made a motion to table this discussion until the January meeting for more definitive language. Mr. Champagne seconded the motion.

IX. Announcements

- a. Next meeting – February 12 at 10 a.m. in GUC 200

- X. Adjournment – Mr. Banks made a motion to dismiss. Ms. Jones seconded and the Senate adjourned at 11:45 a.m.