

STAFF SENATE MEETING MINUTES

February 6, 2018

10:00 A.M.

Lois Grier Conference Room

Approved

Present: Pam Bartley, Rodney Boyter, Tracy Clifton, Deb Nygro, Debbie Dill, Michael Ficklin, ~~Terry Fuller~~, Karen Hammond, Rodney Jones, Jennifer Mathis, Mary McDaniel, Jeannie McCallum, DeCole Robertson, Traci Talley, and Melissa Thompson.

I. Call to Order – Rodney Jones, Staff Senate Chair

The meeting was called to order at 10:06am.

II. Roll Call

III. Approval of Minutes

A motion was made and approved to accept the minutes from the January 9, 2018 meeting.

IV. Chair Report

R. Jones reminds all staff members to attend the Spring Semester Party hosted by President and Mrs. Cosentino on February 16 from 5pm to 8pm at the Arts Center.

V. Committee Reports

A. Employee Recognition – no report.

B. Communications

1. Website updated.

2. Today's meeting was communicated to all staff via email blast and Access screens slide.

3. The Staff Senate Campus Post Office Box number is 6064.

C. Professional Development – the committee met and would like to host a monthly professional development meeting. Plans include surveying staff for professional development interests and ideas as well as when and what type of forum staff members would prefer. In addition they are investigating sources of programs such as State HR offerings (Jeannie McCallum will research). Additional possible sources suggested by the group were the library and polling different areas on campus to see what materials, ie. Webinars, are available for use. Utilizing and promoting events like Tech Tuesdays was also suggested.

D. Elections and Bylaws – the committee met to create the committee description for the Elections and Bylaws Committee. The description was presented (see Attachment 1). The committee also presented documents developed for the upcoming staff senate elections (Attachments 2-7) which include proposed elections timeline, nomination

criteria, nomination form, nominee acceptance/refusal form, ballot collection, and sample ballot.

The committee recommends ballot “hot spots” across campus. Each ballot station will have a list of staff members eligible to vote and their area. Their ballot would be color coded for their area to ease ballot counting. Ballot stations will be run by current staff senate members with times and locations published in advance. Utilizing posters and borrowed sign boards across campus was suggested in addition to electronic notifications. Voting areas suggested were outside the Post Office, 1st floor Learning Center (near elevators), Physical Plant, Library, Finis Horne, and PEES Building.

The committee description for the Elections and ByLaws Committee and election procedures were approved by Senate.

Follow-up items:

1. DeCole Robertson will determine voting “hot-spot” schedule.
2. Rodney Boyter to check on cost of making ballot boxes in-house versus purchase. 3 or 4 would be needed and the purchase price was ~\$40 each.
3. Determine number of positions will be up for election in each area. Current Staff Senate members should let Rodney know via email whether or not they intend to continue to serve on senate next term. Human Resources is to provide the Election and Bylaws Committee with numbers of staff members by area so that number of area representatives can be determined.
4. Completion of forms including specific instructions and dates.
5. Distribution of nomination forms and instructions.

VI. Old Business – Online Comments and Suggestions

- A. Advance notification of Staff of Senate meeting time and location. The Communications Committee sent an email blast to all staff members and posted an announcement of today’s meeting on the Access screens.
- B. Tracy Clifton reported that she will continue to investigate the possibility of “partner” schools. Jeannie McCallum will reach out to Human Resources at other state institutions to see if they have any existing agreements for tuition exchange or reduction.
- C. Health Initiatives. The Fitness Center is a great health resource available to staff. Information about the fitness center and group classes can be found by selecting Bearcat Perks on the Staff Senate webpage and then selecting the Fitness Center link. Jeannie brought information on what health initiatives are available through current benefits. These include PEBA Perks (attachment 8) and Rally (attachments 9 and 10).

VII. New Business

- A. Election Process – see Committee Reports (Section V.D. above).
- B. Spring Assembly Date – March 5th, LC 200 at 10am.
- C. Employee of the Month – after reviewing the 7 excellent nominations received, senate members voted by ballot and Donna Knight was chosen as the staff employee of the month.
- D. Online comments and suggestions
 - a. A suggestion was made that lunch be provided for essential personnel that are required to be on campus during bad weather. Rodney Jones will forward this suggestion to Human Resources for further investigation.
 - b. A comment was submitted regarding “significant” pay increases received by Vice Presidents after the staff had been told during Staff Assembly meeting on September 14, 2018 that there was no money available for raises at this time. Rodney Jones will present this comment to President Cosentino.

Note: Requested that HR email nomination forms to senate members a couple days in advance for review. This will expedite the voting process during the meeting time.

VIII. Next meetings:

Spring Staff Assembly Meeting - March 5, 2018 at 10am in LC 200

Monthly Staff Meeting - March 6, 2018 at 10am in the Lois Grier Room

IX. Adjournment: The meeting was adjourned at 11:40am.

Respectfully submitted,

Karen Hammond