

STAFF SENATE MEETING MINUTES

January 9, 2018

10:00 A.M.

Lois Grier Conference Room

Approved

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

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

The meeting was called to order at 10:03am.

II. Roll Call

III. Approval of Minutes

A motion was made and seconded to approve the minutes of December 5, 2017 as submitted. The motion was approved.

IV. Chair Report

Rodney Jones attended the December meeting of the Board of Trustees. Tuition is still frozen and the Board approved a motion **not** to raise University fees for the 2018-2019 academic year. (Note: University fees do not include student fees and meal plans.)

V. Committee Reports – No committee reports.

VI. Old Business – Employee of the Month

The initiative was announced in December and Staff Senate will vote on the first Employee of the Month at the February meeting. Jean Langrehr reports that some nominations have been received. Rodney Jones requests that Human Resources send out a reminder that nominations are due by January 26th.

VII. New Business – Staff Concerns

- a. Staff Development Grant Funds** – Jeannie McCallum presented this concern to Kim English in the Foundation. The Foundation said they would be more proactive on notifying Human Resources whether or not funding was available before the email is issued.

Traci Clifton is going to investigate the availability of cooperative Education discounts.

- b. Human Resources and General Counsel Attendance at meetings** – A representative of Human Resources is present at Staff Senate meetings to answer questions relating to employment and regulatory issues. That representative does not vote on issues before the Senate or participate in discussion unless asked.

Members of the President’s Cabinet attend the Staff Senate Meeting if invited to address a specific topic on the agenda.

To address concerns about confidentiality when sharing opinions, senate members suggest using the on-line suggestion tool accessed through the Staff Senate “Contact Us” link. Entering your name and email are not required to submit a concern or suggestion. Another option would be asking a staff senate member to present an issue on their behalf anonymously at the next meeting.

- c. Meeting Announcements** – Staff Senate meetings are normally held at 10am on the first Tuesday of every month in the Lois Grier Room. It was agreed that a reminder would be helpful for all and one will go out beginning with the next meeting. The Communications Committee will develop a meeting reminder template.

- d. Elections** – Elections will be held toward the end of April. The Elections and Bylaw Committee is working on the process and forms to be used.

Rodney Jones will request the number of staff members in each area from Human Resources. Per the By Laws, this information will be used to determine how many representatives are needed from each area in the upcoming election.

- e. Health Incentive** – A suggestion was presented to start a Health Incentive on campus. This could include things like competitions and awards for healthy behaviors.

Rodney Jones will take this suggestion to the President for consideration.

Through discussion it was determined there are a number of initiatives currently on campus such as Well U, but not all were known to all senate members. Senate members were asked to make a list of current initiatives on campus so they could be posted on the Staff Perks list. It was also suggested that campus walking routes (with distances posted) be publicized. Jean Langrehr was asked to investigate any existing health incentives through our health insurance.

- f. Christmas Parade Participation** – Why isn't Lander participating in the Greenwood Christmas Parade? Everyone remembers that Lander had participated in the past, but no one knows why we stopped.
- g. Job Description Openings on Screens** – The job openings on the Access screens are scrolling too quickly to read. Jean Langrehr will investigate extending the slide viewing time.

VIII. Next meeting: February 6, 2018 at 10am in the Lois Grier Room

IX. Adjournment: The meeting was adjourned at 10:38am

Respectfully submitted,

Karen Hammond