

## STAFF SENATE MEETING MINUTES

April 3, 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~~.

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

The meeting was called to order at 10.04am.

### II. Roll Call

### III. Approval of Minutes

March 5 and March 6, 2018 meeting minutes were approved.

### IV. Chair Report

### V. Committee Reports

- A. Employee Recognition – Committee met with Elly Deal and Jeannie McCallum on Thursday, March 15 to assist with planning for the Staff Excellence Breakfast. The breakfast will be held in the Dining Hall on Tuesday, May 15, 2018.

The Staff Senate Employee Appreciation Committee needs help with:

1. Help promote pictures of your area members for the slide show;
2. Help staff attending remember to wear Lander Name badges;
3. Assist with non-Lander door prizes. (Note: per Human Resources follow-up survey from the 2017 breakfast, door prizes were a big hit and some though non-Lander door prizes would be even better.) This is a no obligation request.

The Employee Appreciation Committee proposes Staff Senate members sponsor the non-Lander door prizes. We thought 10-13 small door prizes (\$5 to \$10 each) would work well. Because we cannot use state funds or Lander funds for door prizes, we thought of some alternative ways for senators to assist.

1. Ask Staff Senators to each donate a gift card;
2. Staff Senators give \$10 or amount that they chose; or
3. Ask Staff Senators to contact friends/business owners to donate a small door prize and the business will be recognized at the ceremony for their donation.

- B. Communications – Committee is working on an announcement schedule.
- C. Professional Development – Committee reports that their 5 questions have been submitted to be added to the Skyfactor survey (see below).
- D. Elections and Bylaws – Committee has been working on the Staff Senate elections on May 14-16. Tracy Clifton reported that most nominees have responded (acceptance/refusal forms due April 15). Details of election are being finalized, but plans so far are as follows:
  - 1. 1<sup>st</sup> poll volunteers at each station will pick up materials (probably from Student Affairs office). Last poll volunteers of the day at each polling station will return materials and place ballots in a safe. A safe for securing ballots has been ordered.
  - 2. Sign-up sheet was passed around for senators to man the polling station. Tracy Clifton will contact absent senators to fill in empty spots.

## **VI. Old Business**

- A. Skyfactor – The survey has been built and will be launched April 15. Reminders will be emailed on April 18, 21, and 26. The survey will end on April 29. Responses will be used to get feedback to assist the Professional Development on how to develop their programs as well as get feedback from staff on areas such as compensation, Lander being an employer of choice, and employee recognition.
  - 1. Email announcing the survey was presented to senate for approval and was approved.
  - 2. Opt out option should be clearly visible for those that do not wish to participate.
  - 3. Staff Senate will send out an announcement prior to the launch date so that staff members know to respond to the survey.
- B. Staff Excellence Breakfast – see Employee Appreciation report above.
- C. Faculty/Staff Spouse Tuition Rates – the email from the President’s Office addressed concerns regarding this program.
- D. Online Comments
  - 1. Grounds condition – This concern was forwarded to the Physical Plant. Their response was to please be patient. As seasons change there is a lot of work to be accomplished and the grounds crew is working on this.
  - 2. Legacy Scholarships – Rodney Jones forwarded this concern to President Cosentino. The President’s Council has analyzed these awards and determined the number and amount of awards that would best benefit Lander’s bottom line.

## **VII. New Business**

- A. VPAA Search – Lee Vartanian, search committee chair, addressed senate to announce the upcoming search. The search committee is composed of 7 faculty members, Andy Benoit (VP of Enrollment Services) and Gavin Bethea (staff representative). A survey will be coming out to gather data to assist the committee on the criteria that are important to Lander faculty and staff for its next VPAA.
- B. Online Comments
1. Election Process – Why is there a delay in reporting election results? *A delay has been built into the schedule in the case of a tie. This will allow time to schedule and have a run-off election.*
  2. Newspaper Article about raises quoted the Faculty Senate Chair, but staff were not mentioned. *The reporter chose who they wished to speak to and what they reported. Rodney Jones has discussed compensation for staff with President Cosentino. The President's response is that increasing compensation is a priority for all Lander employees.*
  3. New sports – Why are we spending money on new sports? *The sports chosen do not require a lot of investment (in equipment or facilities) and they will bring tuition paying students to campus.*
  4. Presidential Grants Program – Why are there not opportunities for staff? *The opportunity for staff is in the form of the Staff Development Grant which are funded out of the Foundation. At this time there are not any donors funding this grant program. The Foundation also funded Foundation Grants to support faculty research. At this time there are not any donors to fund this grant program either. According to state law, Staff Development Grants cannot be funded out by University funds, but state law does allow university funds to support faculty research. This support benefits not only our faculty to help them develop in their field, but also our students and Lander by having highly qualified faculty in their respective fields.*
- C. 2015 Employee Recognition Program – Jeannie McCallum showed the power point presentation used in 2015 that was related to recognizing years of service at Lander. Following that program a survey was sent out and Jeannie presented the results of that survey. Rodney Jones has spoken with Ashley Lee, Faculty Senate Chair, who stated that she believes the faculty would support a Lander Service event.
- D. Employee of the Month – This month 8 nominations were received. Senate members voted by ballot and Larry Barker was chosen as the staff employee of the month.

## **VIII. Next meeting – May 1, 2018 at 10am in the Lois Grier Room**

**Adjournment: The meeting was adjourned at 11:25am.**

Respectfully submitted, Karen Hammond