

STAFF SENATE MEETING MINUTES

June 12, 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

Call to Order – Rodney Jones, Staff Senate Chair

The meeting was called to order at 10:04am.

I. Roll Call

II. **Approval of Minutes** – A motion was made and seconded to approve the May 1, 2018 meeting minutes.

III. **Chair Report** - Rodney Jones and Michael Ficklin will present an update on Staff Senate to the Board of Trustees during their meeting next week. The Skyfactor survey data has been received. The benchmark data comparing our results to other schools is due in the fall.

IV. Committee Reports

A. Employee Recognition – No committee report.

1. Jeannie McCallum thanked Staff Senate members for their contributions of door prizes awarded at last month's Staff Excellence Breakfast.
2. Jeannie McCallum encouraged all to complete the "Hunger Games" feedback survey. Senate members agreed the event was enjoyed by all in attendance and shared comments they had heard. Provide more indoor activities for those that can't take the sun and heat. Provide more signage to activities or have all activities in a more central location.

B. Communications – No committee report, see New Business for email and on-line comments received.

C. Professional Development – Committee to meet and review the Skyfactor data.

D. Elections and Bylaws

1. The committee met following elections and made the following recommendations.

- a. **Voting operations:** shorten the number of days (from 3 to 2) and length of time voting stations are open.

Physical Plant and LUPD (9:30am-11:30am), Athletics (2 hours, TBD) – 1 day.
Learning Center POD Area (10am-1pm) and Post Office (11am-1pm) – 2 days.

Open on-line voting for at least 1 week, closing the same time as voting stations close.

- b. **Communication:** send daily email blasts with voting locations and hours of operation.
 - c. **Training Manual:** prepare an “Elections Manual” for next year’s committee to use for elections.
2. Tracy Clifton reported on the post-election survey results. 50 surveys were received with many positive comments. While most liked the convenience of multiple voting locations in addition to on-line voting, one person expressed concern about security of voting in multiple locations. One suggestion received was to conduct a “Meet and Greet” the candidate session prior to elections. One person expressed concern about communication and one person expressed concern about transparency.

V. Old Business

- A. New Senator Training: Rodney asks senators to be looking for an email regarding meeting next week on Tuesday or Thursday.
- B. Election Results: See Elections and Bylaws Committee report above.

VI. New Business

- A. July Meeting: Due to the next scheduled meeting falling during a holiday week, the July Staff Senate meeting will be moved from July 3rd to July 10th. Pam Bartley will change the room reservation as well as submit facilities requests for next year’s meetings.
- B. Online and email comments
 - a. **Fees assessed for “free” classes.** Rodney will bring this concern to the President’s Cabinet for feedback. Jeannie McCallum reports that a Tuition Assistance policy is being drafted. The current draft includes a commitment to Lander University employment, but fees are not addressed in the policy.
 - b. **Staff Excellence Awards.** An online comment and an email were received on this topic. Concerns expressed as to how awards were chosen and why no awards were given in certain areas. The awards are given according to nominations received. The number of nominations have been very low with some areas receiving no

nominations at all. The process is not understood (i.e. nominations, eligibility, number of awards, and areas awarded) and has changed over the years. Suggestions to be forwarded to President's Cabinet are to consider including all the Staff Employee of the Month nominations in addition to the annual nominations and publishing the criteria on the website.

- c. **Dining Hall Hours of Operation.** An online comment was received asking why the Dining Hall is only open during the summer when camps are on campus. This is an economic decision. The number of customers using the Dining Hall when there are no camps, do not bring in enough revenue pay the Dining Hall staff. A suggestion was made to consider opening Which Wich to provide a fresh dining option on campus for employees during their 30 minute lunch break.
- d. **Drink Machines Out of Order.** Mary McDaniel will check with the vendor on making sure the vending machines in the summer high traffic areas (Cultural Center, Learning Center, and Pool) are sufficiently maintained.

C. Employee of the Month – This month 5 nominations were received. Senate members voted by electronic ballot and Taylor Johnston was chosen as the staff employee of the month. In July, voting will occur at the July 10th staff senate meeting. Human Resources will include the revised date in their emails.

VII. Next meeting – July 10, 2018 at 10am in the Lois Grier Room
Adjournment: The meeting was adjourned at 10:50am.

Respectfully submitted, Karen Hammond