



STAFF SENATE MEETING MINUTES
Thursday, October 14, 2021 - 10:00 AM Lois Grier Room

- I. Call to Order – meeting wide etiquette for MS Teams, and rules for speaking
- II. Roll Call – Anissa Lawrence, Graham Duncan, Erin Nodine, ~~Jeff Constant~~, ~~Katie Whatley~~, Jack Clinkscales, Brittany Timms, Courtney Carpenter, Gretchen Twigg, Mary Jo Carpenter, Matt Goldman, ~~Sam Pinchoff~~, Ebonee Dendy, Catherine Covar, Glen Crawford, Marina Proctor, Patrick More, Ken Toole, Jessica Partlow
- III. Special Guest: Dr. Stacie Bowie – VP for Finance and Administration
 - a. Different kinds of money
 - i. There are misconceptions about what money is available to us and how we can spend.
 1. Operating money – tuition and appropriations from the state for operating specifically
 2. Capital – money from state to build
 3. Renovations and maintenance money – money from state for renovations and maintenance
 - ii. Can't intermingle these 3 different types of money
 - iii. The state authorizes pay increases for employees
 - iv. For every dollar in salaries in pay, the university has 45 to 55% to pay on your behalf.
 - v. At other universities, furloughs, involuntary/voluntary retirements have occurred. Here at Lander, focused on keeping all of our employees.
 - vi. Auxiliary – moving post office to former LUPD location. In place of post office, put in a Freshens (smoothies, rice bowls, salads)
 - vii. Free t-shirts available in bookstore.
 - viii. Safety and security are doing a feasibility study for housing and parking. Looking at adding more cameras around the university and parking lots. Fire and safety checklist when an event is booked.
 - ix. Special events – Music for Meals was a success. Working on easier way to reserve parking. Digital sign in front of Finis Horne arena.
 - x. IT – working with marketing to launch a new website. Hopefully in the next couple of months. Degree works with registrar's office – students will be able to go in and provide their major and it will show them the classes you need to take. This will help with advising
 - xi. Finance – January – launching online timesheets in place of paper timesheets
 - xii. Procurement – number of purchases since COVID has significantly increased. Looking at a simple process for purchases.
 - xiii. Ribbon cutting and groundbreaking ceremonies to come.
- IV. Approval of Minutes from September meetings
 - a. Jack motioned to approve, Graham and Ken second, minutes approved by all.
- V. Chair Report
 - a. Upcoming Guest Speakers
 - i. November 11 – Mike Worley
 - b. Board of Directors Meeting – Recap
 - i. Approved: Pay increase 1.5%. This year we received a 2.5% raise from the State, so we are up 4% just this year. Over the past five years, employees have received a total increase of 11.35%

Staff Senate Mission Statement

The Lander University Staff Senate exists to ensure the welfare of its staff; to serve as a liaison between staff, administration, faculty, and students; and to advise the administration on matters concerning the staff. This focus provides staff a voice to promote a positive, respectful work environment that sustains both personal and professional growth. In support of the university's strategic plan, specifically the goal of remaining an employer of choice, the senate strives foremost to contribute to the overall success of Lander University and its students.

- ii. Approved: Chipley Hall Entrance Renovation, Freezing of Tuition, New Intramural Field & Lighting
 - iii. Tree Evaluation, Preservation, & Mitigation – Administration recognizes that we have trees on our campus that are a part of the campus history. There is a policy in place to ensure that careful attention and consideration is taken before the removal or relocation of trees.
 - c. Staff Senate SWOT Analysis
 - i. Feedback from divisions – SWOT analysis complete for discussion at next meeting
 - d. October EOM: Demario Watts – another month of amazing nominations

- VI. Diversity Action Committee – Jessica Puckett
 - a. Walk-a-thon still happening. Encourage to get healthy
 - b. Student center – put your name on the diversity tree
 - c. Global Diversity month is during the month of October

- VII. Committee Reports
 - a. Employee Appreciation and Recognition
 - i. New benches in the plaza (is this the right location). There is room for more benches.
 - ii. Need more sidewalks near Thomasson and between the LC and Art Annex building.
 - iii. Birthday cards are still going out.
 - iv. Still working on department spotlights.
 - v. Jack Clinkscales will gather pictures and work with Anissa Lawrence to prepare a proposal.
 - b. Elections
 - i. No report
 - c. Professional Development
 - i. Possible Upcoming Events in November and December
 - ii. Create a survey to vote on what staff would like to see for professional development

- VIII. Communications and Bylaws
 - a. Online suggestions – temporarily suspended due to security and privacy. Working with IT and public relations on a better process for online suggestions. The suggestions will only go to Anissa Lawrence and not the whole committee.

- IX. Old Business
 - a. Employee coffee
 - i. Briefly discussed last month. Faculty senate discussed this in their last meeting and they do not feel that faculty will attend monthly coffee breaks. Still working on it, but it may not be a Staff Senate initiative.
 - b. Division check-ins
 - i. Have all areas started this?
 - c. Do we have discounted housing for Lander employees in the community. Use to have through Regency. Don't be shy to ask for state employee discounts.

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- X. New Business
 - a. Committee reports (Graham Duncan)
 - i. Ways to get a set standard and formal process for our committees. A lot of work happening on the committees. Recommended to meet routinely and provide informal comments to Staff Senators.
 - b. Questions and Online Comments
 - i. Online comment addressing active shooter and safety training
 - 1. Training is currently on Blackboard, but will start back in person in the beginning in August 2022
 - 2. Areas wishing to have an office plan developed can reach out to LUPD for scheduling
 - ii. We received a few anonymous comments this month. All comments were not actionable items by Staff Senate and were sent on to Administration for review.
- XI. Reminders:
 - a. Open Enrollment – This is the time to make changes to insurance
 - i. No Increase to Health Insurance
 - ii. Dental Plus – slight monthly premium increase
 - iii. State Vision Plan – Slight monthly premium increase
 - b. Mask Requirement – Extended through October 30, 2021
 - c. ITS Emails
 - i. Cybersecurity Awareness Month – Check your email for information
 - ii. Windows 11 – Do not update to Windows 11 – It is not yet supported by ITS
 - d. DAC: Walk-a-Thon – Entire month of October
- XII. Adjournment
 - a. Motion by Ken, second Erin, adjourned at 11:04am.

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