



STAFF SENATE MEETING MINUTES  
Tuesday, November 5, 2019, 10:00 AM (Lois Grier Room)

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- I. Call to Order
- II. Roll Call  
Present: Tracy Clifton, Corey Anthony, Jim Laman, Kim Shannon, Kenneth Calliham, Amanda Morgan, Justin Burger, Laura Brown, Susan Wood, Anissa Lawrence, Ashley Wilkie, Greg Allen, Eddie Shaw, Vernon Peppers, Kent Atkins
- III. Approval of Minutes from September 3, 2019, 10:00 AM (Lois Grier Room)
- IV. HR Represented in attendance. Announcements: Benefits fair was held September 26<sup>th</sup> and the employee initiatives were held on October 18<sup>th</sup> and 19<sup>th</sup>
- V. Spring 2020 Staff Assembly/Meetings schedule
  - i. Proposed for January 14<sup>th</sup> for the first 2020 meeting.
  - ii. All Staff Assembly will be March 2020; will have donuts and coffee at 9AM.
  - iii. More intentional as senators to ensure department members are represented during Full Staff Assembly meetings. Invite Directors and ask for their support in engaging their department to attend.
  - iv. Would like to have Dr. Jones come and give Academic Updates, and updates from all VP's during the Full Assembly meeting. Also to encourage city managers to attend to give updates as well. Tracy will invite for December meeting.
- VI. Staffing Updates
  - a. James Burke; promoted. Jim Laman leaving.
  - b. Three positions posted for LUPD; Campus Safety Officers and Support Technician
  - c. Counseling position posted.
  - d. Hiring an acrobat coach.
  - e. University Relations is hiring for a part-time writer.
- VII. Committee Reports
  - a. Employee Appreciation and Recognition
    - i. December Department spotlight will be the Wellness Center.
    - ii. Birthday Club to go out to all staff members. Budget approval for the 30\$ printing is needed. Will begin sending these out January 2020.
  - b. Elections and Bylaws
    - i. No updates.
  - c. Professional Development
    - i. Working on department training project; presenting to cabinet next month.
  - d. Communications
    - i. No updates.
- VIII. Old Business
  - a. No old business.
- IX. New Business
  - a. Online Comments (Two comments submitted).
    - i. Concern submitted regarding Tracy Clifton, (Assistant VP for Student Affairs) serving in the Chair position for the Senate.

- a. The previous staff senate members met on more than one occasion (since Tracy was the co-elect), the staff combed through the bylaws, met separately to vote without Tracy, and a unanimous vote was made by the senate.
  - b. There were seats available after the election, so we encourage the person with the concern to nominate who they feel should serve on staff senate, since we do want all to be represented.
  - c. Ask the VP's to disseminate this response so that others understand that this process was handled.
  - d. Higher level positions serving on Staff Senate assists in getting our concerns to the VP's. The cabinet level positions are unable to serve. The assistant vice president is a new position, and this was voted to allow these roles to serve. Example: We have an Assistant AD on the staff senate.
  - e. A motion to create a new bylaw specifying that cabinet level positions cannot serve, however all of other positions are able to serve.
    - a. There was a motion and the staff senate approved the change.
- ii. Concern over who is allowed and not allowed to use the Fitness Center, outside of students, faculty, and staff.
- a. Matthew Gilstrap: immediately family are allowed to participate in group exercise classes. Share this information with VP's. Laura to speak with Jeff, so that when information is shared with the President, clarifying who are immediate family members.
  - b. Create a standard response to this to explain that it is for the use of our students first, then faculty and staff only. Ideas on other ways to help serve our faculty, staff with this.
  - c. As a staff senate, we could perhaps reach out to local gyms and find other options available. Bring ideas (each senator) to the next December meeting.
    - a. Idea: Resource page for other options in the community. Kenneth and Tracy will collect information and Laura and Justin can disseminate the information. Get feedback from your staff and determine next steps during the December meeting. Confirm that advertising the gyms to our faculty/staff is appropriate.

X. Additional Announcements

- a. Representatives from the city in attendance for the December meeting to give updates on events.
- b. Career Services will be in the December meeting to share updates, discuss Handshake, and give additional information on student campus employment moving to the CS department.
- c. Thanks for the donations from Staff Senate support to stock the Wellness Center for toiletries. Maybe reach out to Colgate-Palmolive for additional supplies. A task force in place for the food pantry.
- d. Special Election to fill Jim Laman's position on Staff Senate. Anissa to coordinate the nomination process.

XI. Adjournment

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Amanda Morgan, Staff Senate Secretary