

## STAFF SENATE MEETING MINUTES

November 6, 2018 10:00 A.M.

Lois Grier Conference Room

Present: ~~Greg Allen, Kent Atkins,~~ Rodney Boyter, Tracy Clifton, Debbie Dill, Michael Ficklin, Torry Fuller, Karen Hammond, ~~Sydney Crawford Hoyle,~~ Anissa Lawrence, ~~Jeannie McCallum, DeCole Robertson,~~ Kimberly Shannon, Eddie Shaw, Traci Talley, and Susan Wood.

### I. Call to Order – Michael Ficklin, 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 October 9, 2018 meeting minutes as written. The motion was approved.

### IV. Chair Report

A rendition of the old tennis courts was passed around for all to see. The University Board will need to approve the bids for work to be completed. A meeting was held with Adam Taylor to discuss the online suggestion of discounted housing for staff and faculty to take advantage of during times of bad weather, and distance of driving from their home-base.

### V. Committee Reports

- A. Communications - Only online suggestions to report
- B. Elections and Bylaws – Survey results will be shared during the Staff Assembly
- C. Employee Appreciation and Recognition – The committee will be getting together later this week to discuss the details for their slide to be included in the Assembly presentation.
- D. Professional Development – A handout was passed around with details the committee would like to present during the Assembly next week. All agreed their ideas were well discussed and thought out.

### VI. Old Business

- A. Fall Staff Assembly – The Assembly will take place Tuesday, Nov. 13 at 10am in Sproles Rec Center. All Senators are asked to be there between 9:30-9:45am. Please have all slides to Tracy Clifton by this Friday.
- B. United Way Campaign – Staff Senate Chair, Michael Ficklin, was approached with the idea of Staff Senate sending out an email to campus about the United Way Campaign. As currently proposed, the Staff Senate voted unanimously not to assume responsibility over the United Way campaign. During the discussion, there were several questions and concerns that led to the voting result. The motion passed with mention that Staff Senate would revisit consideration after some questions presented during the discussion were answered. The Staff Senate recommended establishing a United Way Committee. Senators did note they would be willing to communicate with their respective areas about the campaign and encourage staff to be on the lookout for United Way materials.

## **VII. New Business**

- A. Website Changes – The minutes and Bylaws are very hard to locate on the new website. Tracy Clifton and Debbie Dill will review this and present University Relations with some recommendations.
- B. Campus Death Announcements – Some recommended we get approval from the employee before sending out an email. Many may be very private and not want this to be publicly announced. Traci Talley made a motion that we send this back to HR to get permission from all employees when they are hired.
- C. Holiday Calendar – Staff Senate recommendations regarding the 2019 Holiday Schedule were considered by the Cabinet. This year the decision was made that Lander would follow best practices as modeled by other state universities, which trends toward a more “traditional” holiday schedule for 2019. The holiday schedule is based on when the holidays fall and is revisited annually.

## **VIII. The next Staff Senate meeting scheduled to be held on December 4 at 10am in Lois Grier Room.**

*\*Meeting was adjourned.*

Respectfully submitted,

Debbie Dill (on behalf of Staff Senate Secretary, Kim Shannon)