



STAFF SENATE MEETING MINUTES

Thursday, September 14, 2023 - 10:00 AM ITS Conference Room

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- I. Call to Order was promptly 10:00am.
- II. Roll Call – Dawn Lewis, ~~Adam Weyer~~, ~~Donna Knight~~, Katie Whatley, Taylor Haigler, Tavares Meadows, Brittany Brissey, Sam Abney, Matthew Moore, Awaili Thomas Quarles, ~~Jeff Reynolds~~, ~~Demario Watts~~, ~~Jamie Wilson~~, Laney Dixon, Patrick Moore, Ken Toole  
Ex-officio: ~~London Thomas~~ or ~~Kurstin Lacoste~~ (HR), Jessica Partlow (DAC)
- III. Vote to Approve All Unapproved Prior Minutes
  - a. Ken Toole motioned to approve the July/August Minutes. Sam Abney seconded the motion, and the minutes were approved.
- IV. Vote to Approve Bylaw Changes
  - a. Changes included the addition of the Community Outreach and Partnerships Committee to the Standing Committees from the Ad Hoc Committee, change in verbiage (academic success to student success), and clearer formatting.
  - b. Sam Abney motioned to approve the Bylaw Changes. Katie Whatley seconded the motion, and the Bylaws were approved.
- V. Chair Report
  - a. Patrick Moore (Chair) attended the board meeting 9/12/23. He touched on the new Community Partnerships Committee and the Staff Senate’s focus on visibility in our community. He also spoke on his uplifting of the committee chairs in giving them more responsibility.
  - b. Patrick Moore announced that Joe Greenthal will be speaking at the October Staff Senate meeting. He announced that he is open to suggestions of any campus leaders that would be interested in speaking from 10-15 minutes at Staff Senate meetings in the future.
- VI. Diversity Advisory Council
  - a. September is Hispanic Heritage Month. Jessica Partlow encouraged us the utilize the active library links and plans to have more communication sent out next month.
- VII. Committee Reports
  - a. Employee Appreciation and Recognition
    - i. Staff Senate birthday cards have been updated with new signatures and are going out weekly.
    - ii. Office Spotlights will be starting in October. The Office being recognized will receive a note of appreciation, recognition on the campus tv’s, and a small treat.
    - iii. Employee anniversary dates will be starting in October. Recognized employees will receive an email shout-out and recognition on the campus tv’s.
    - iv. December 14<sup>th</sup> (Day after commencement) there will be a light breakfast/treat in the CC. More information to come in next meetings.
    - v. Working on a project to launch around Thanksgiving, more information to come.
  - b. Elections

### Staff Senate Mission Statement

The Lander University Staff Senate exists to enhance 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.

- i. Matt Moore named Chair of committee
- c. Professional Development
  - i. Met 9/11/23 to discuss the interest survey. Once the survey is complete, it will be sent to Patrick Moore (Chair) then HR.
  - ii. Considering “department open houses” to show staff members who is who and what everyone does.
  - iii. Considering bringing professional development speakers to campus.
- d. Communications and Bylaws
  - i. Made changes to the Bylaws that were approved
  - ii. Working with departments on meet and greets.
- e. Community Partnership
  - i. October volunteer opportunities
    - 1. Boo Bash – October 26<sup>th</sup> (Leads: Katie Whatley and Taylor Haigler) and Scare on the Square (Abbeville) – October 26<sup>th</sup> (Leads: Awaili Thomas Quarles and Greg Allen)
    - 2. Sign up for 45-minute increments.
    - 3. Wear Lander shirt and have a good attitude.
    - 4. Taking donations for candy for Scare on the Square.
  - ii. Adopt-A-Highway
    - 1. Located from Seaboard Ave down Montague Ave. past the entrance to Lander to the Montague Walgreens.
    - 2. Clean-ups twice a year; once in the Fall and once in the Spring
    - 3. Suggested dates: October 21 or November 11, January 15 (MLK day) or March 16
    - 4. Katie Whatley will send out signup links.
  - iii. Senate vs Senate Thanksgiving Turkey Bowl
    - 1. Staff Senate vs Faculty Senate non-perishable food drive
    - 2. Accepting items from October 16-November 15
    - 3. All donations will be given to the Greenwood Food Pantry

VIII. Old Business

- a. No old business to report.

IX. New Business

- a. Employee of the Month Recipients have not received their Bearcat Bucks
  - i. Jessica Partlow will investigate this.
- b. Taylor Haigler (Secretary) noted the attendance policy in the Bylaws. If a senator can not make a meeting, they need to notify Taylor to excuse their absence.

- X. Katie Whatley motioned to adjourn the meeting. Awaili Thomas Quarles Seconded the motion and the meeting ended at 10:27am.

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