

STAFF SENATE MEETING MINUTES

February 5, 2019

10:00 A.M.

Lois Grier Conference Room

Approved

Present: Greg Allen, Kent Atkins, Rodney Boyter, Tracy Clifton, Debbie Dill, Michael Ficklin, Torry Fuller, Karen Hammond, ~~Sydney Crawford Hoyle~~, Anissa Lawrence, 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 10:03 am.

II. Roll Call

III. Approval of Minutes- A motion was made and seconded to approve the January 8 meeting minutes as written. The motion was approved.

IV. Chair Report- No report.

V. Committee Reports –

- A. Professional Development- Eddie Shaw shared that the previous material shared in Staff Senate was sent to University Counsel for review.
- B. Communications- Debbie Dill shared that Dawn Lewis has updated the Staff Senate page. The by-laws and minutes are not on the main page. Human Resources is working on additional changes to the page and working to find the best location.
- C. Elections and Bylaws- Tracy Clifton shared an update on the election process. A motion was made and seconded to approve the election timeline. The motion was approved.
- D. Employee Appreciation and Recognition- Report on committee meeting (see Attachment I). May 21 is Employee Appreciation Breakfast. Karen Hammond will reach out to Human Resources to clarify recognition and Staff Senate involvement.

VI. Old Business

- A. Follow-up on previous online comments
 - a. Outdoor Recreation Courts- Goals are in place. Resurfacing will be completed as weather permits.
- B. Follow-up on website changes- See Communications Committee report.

VII. New Business

A. Online comments

a. Holiday Schedule question- This question was asked previously. The Communications Committee chair will reach out with same response.

B. Discuss Self-Assessment Survey results- Results were discussed in the January meeting.

C. Discuss Meeting Format Change Proposal- Email with proposed changes was sent and reviewed prior to meeting. Discussion and clarification was followed by a unanimous vote to adopt the new meeting format.

D. Mentor Program for Students- A. Lawrence suggested a staff mentoring program for students. More information was requested for follow-up.

E. Employee Appreciation Day- It was suggested to have a paint and pour or some other activity for those who cannot tolerate outdoor activities. It was also suggested to have a more organized kick ball game or some other group sport.

F. The Drop- Kent Atkins reminded everyone about the faculty/staff discount for The Drop. Justin Burger sent an email promotion.

G. Alumni Weekend- Alumni weekend would be held during Homecoming. This is also a concert on Friday night.

H. Lost and Found- Chief Allen advised that an email had been sent to the Lander community detailing the correct procedure for lost and found items.

VIII. Next meeting – Tuesday, March 5, 2019 at 10am in the Lois Grier Room

Adjournment: 10:50 am

Respectfully submitted, Kim Shannon

Attachment I- Chair Report

Employee Recognition Committee Report (January 2019)

Committee: Greg Allen, Anissa Lawrence (absent, in training), Traci Talley, Karen Hammond

The committee met on January 9, 2019 at 2pm in the Business Conference Room.

Discussed “Department Spotlight” program.

Difficulties reaching Nancy Gopelrud has held up Department Spotlight program launch. Decided to enlist Mary McDaniel’s assistance on reaching Nancy. The Committee wanted to request 2 discount meal tickets/person to be used during the 2 month “spotlight” period.

(Update: On January 10th, Nancy Gopelrud contacted Karen Hammond with a suggestion for pastry and coffee breakfast for the Spotlight group. This is something that can be done for each group recognized. The committee agreed via email. The discounted meal vouchers required additional approvals, but the coffee and pastry did not. Traci Talley is trying to get with Nancy to schedule for this event for the Utilities group.)

Traci presented the slide information to the committee (names and accomplishments). This information has been forwarded to Anissa Lawrence to update the Axis slide.

Next meeting will be in February. The committee will select the next Department Spotlight.

Karen Hammond

Employee Recognition Committee Chair