



STAFF SENATE MEETING AGENDA
Thursday February 11, 2021, 10:00 AM (MS Teams)

- I. Call to Order – meeting wide etiquette for MS Teams, and rules for speaking
- II. Roll Call
Eddie Shaw, Corey Anthony, Laura Brown, Justin Burger, Kenneth Calliham, Courtney Carpenter, Jack Clinkscales, Graham Duncan, Anissa Lawrence, Tammie Mallory, Amanda Morgan, Erin Nodine, Vernon Peppers, Marina Proctor, Kenneth Toole, , Ashley Wilkie, and Jessica Partlow.
- III. Approval of Minutes from January meeting
Tammie Mallory motioned to approve the January staff senate minutes; seconded by Anissa Lawrence. The minutes were approved unanimously.
- IV. Chair Report
 - a. Human Resources – Jessica Partlow
 - i. Tuition assistance emails were sent out.
 - b. Diversity Advisory Council – Jessica Partlow
 - i. No updates
 - ii. Check out the Jackson Library’s collection of documentary films for Black History Month.
 - c. Potential Guests for Future Meetings
 - i. Julie Wilkie, Greenwood City Manager and Mayor Brandon Smith have agreed to be special guest.
 - ii. Jeff Beaver, Director of Engineering Services and Abdallah Haddad, Chief Information and Technology Officer.
 - d. Staffing Updates
 - i. No updates
 - e. Doing our part, COVID 19
 - i. Higher Ed. Employees are soon to be eligible to receive vaccinations.
 - ii. Community testing – was held on front lawn on Feb 10.
- V. Committee Reports
 - a. Employee Appreciation and Recognition – Anissa Lawrence
 - i. Remembrance garden
 1. Will begin with employees who passed in 2020
 2. Location, shade garden in front of Math and Science Building
 - b. Elections and Bylaws – Tammie Mallory
 - i. Updates on election process
 1. 11 open seats. Extra chair added to both Student Affairs and Athletics due to increased staff.
 2. March 8 – Distribution of nomination forms
 3. March 19 – Deadline to receive nominations

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.

4. April 16 – Deadline for candidates to send in acceptance/refusal
 5. May 3 – Distribution of nominees and election instructions to each area
 6. May 18-19 – Ballot stations staffed by senators
 7. May 31 – Results of new senators
 8. July 1 – Start date for new senators
- c. Professional Development – Kenneth Calliham
 - i. No updates
 - ii. Last month invitations for the second class for the Kauffmann Leadership Institute were sent.
 - d. Communications – Laura Brown
 - i. No updates
- VI. Old Business
- a. Question about employees having personal projects done in the Print Shop
 - i. Per VP Finance and Administration- Print Shop is now doing more of the work that used to be done off campus and must concentrate solely on their Lander work.
 - b. Question about Tuition Assistance and Fees.
 - i. HR has sent Documents and I can share them to anyone who needs them.
 - ii. Once all of your paperwork is done through HR and the Registrar’s Office you have to validate your classes and it moves it to \$0.00
 - c. March All Staff Assembly
 - i. Discussed in person, socially-distanced All Staff Assembly in Horne Arena
 1. Justin Burger will check availability of arena on March 11, 10:00 a.m.
 2. Greenwood City Manager, Julie Wilkie and Greenwood Mayor, Brandon Smith will be invited as guest speakers.
- VII. New Business
- a. Online Comments – New Employee Emails. Laura Brown reached out to HR. Laura Brown brief.
 - i. HR will announce both new staff and faculty, even if only to staff list serve. Communications will be limited to once a month.
 - b. Campus Safety Questions and Updates-Senate questions and dialog led by Vernon Peppers.
 - i. Add cameras to parking lots
 - ii. Ext 8222
 - iii. Access control system is being installed campus wide
 1. Eliminate master keys and limit building access
 2. Safety during emergency situations to lock doors at once
 - c. Lander Day of Giving – Graham Duncan
 - i. Fundraising campaign from noon – noon beginning today, Feb 11 and ending tomorrow, Feb. 12. <https://www.lander.edu/about/advancement-lander-foundation/day-giving>
- VIII. Adjournment
- Anissa Lawrence motioned to adjourn the meeting, seconded by Amanda Morgan. The motion passed unanimously.

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