

## STAFF SENATE MEETING MINUTES

May 1, 2018

10:00 A.M.

Lois Grier Conference Room

*Unapproved*

Present: Pam Bartley, Rodney Boyter, Tracy Clifton, ~~Deb Nygro~~, Debbie Dill, Michael Ficklin, Torry Fuller, Karen Hammond, Rodney Jones, Jennifer Mathis, Mary McDaniel, ~~Jeannie McCallum~~, DeCole Robertson, Traci Talley, and Melissa Thompson. (Jean Langrehr representing Human Resources)

### I. Call to Order – Rodney Jones, Staff Senate Chair

The meeting was called to order at 10:01am.

### II. Roll Call

### III. Approval of Minutes

April 3, 2018 meeting minutes were approved.

### IV. Chair Report – no report.

### V. Committee Reports

#### A. Employee Recognition

1. Deadline to turn in Employee Recognition gifts to Melissa Thompson (LC 106) is 5pm on May 7<sup>th</sup>.
2. The Staff Excellence Breakfast will be held on Tuesday, May 15 at 8:30am in the Dining Hall.

#### B. Communications

1. Attendance of non-senate members show the success of the email reminders regarding the regular monthly meetings.
2. The Committee will be sending out election information soon.
3. Michael Ficklin passed on a message from ITS Security that the Communications Committee needs to remember to include a subject on the subject line.

#### C. Professional Development – Waiting for Skyfactor survey results.

#### D. Elections and Bylaws

1. The committee requested input from Senate regarding off shift and absentee voting. The plan for electronic voting was presented. *A motion was made and approved to open on-line voting to all Staff.*
2. Melissa arranged for a lock box in which ballots will be secured until the end of voting.

3. The Elections and Bylaws Committee will count all votes after voting is closed.
4. The Committee has their elections communications ready to send out.
5. Michael is working on signage for polling stations.
6. First polling station workers should go to Student Affairs to pick up their polling station materials. The last workers of the day should return the materials to Student Affairs to secure the day's ballots.

**VI. Old Business – Skyfactor**

38% of completed the survey as of May 1<sup>st</sup>. Emails will be sent to those that haven't yet participated reminding them the survey will be available to them until May 7<sup>th</sup> at 11:59pm.

Concerns expressed regarding the survey were:

1. Are email addresses tied to survey answers? Joe Franks explained that once the survey closes, email addresses are gone and Skyfactor has only the survey results to evaluate.
2. Will survey results be shared? The current plan is to share the survey results at the Fall meeting.

**VII. New Business**

- A. New Senator Training – Rodney Jones, Mary McDaniel, and Torry Fuller will serve on a committee for training our newly elected senators. This will include how specific roles are covered by those senators leaving.
- B. Online Comments
  1. Will Skyfactor Survey results be shared with all staff? Yes, the current plan is to share results at the Fall meeting.
  2. Why is only VP of Academic Affairs evaluated? Rodney will research the background of survey and how it is used. Senate hopes that results from the Skyfactor survey will provide needed input from staff.
- C. Announcement – all are invited to Happy Hour on Thursday, May 3<sup>rd</sup> at the Alumni Center.
- D. Employee of the Month – This month 9 nominations were received. Senate members voted by ballot and Greg Allen was chosen as the staff employee of the month.

**VIII. Next meeting – June 5, 2018 at 10am in the Lois Grier Room  
Adjournment: The meeting was adjourned at 10:58am.**

Respectfully submitted, Karen Hammond