

STAFF SENATE MEETING MINUTES

July 9, 2019

10:00 A.M.

Athletics Board Room

Approved

Present: ~~Greg Allen~~, Corey Anthony, Kent Atkins, Laura Brown, Justin Burger, Kenneth Calliham, Tracy Clifton, Jim Laman, Anissa Lawrence, Amanda Morgan, Vernon Peppers, Kimberly Shannon, Eddie Shaw, Ashley Wilkie, and Susan Wood.

I. Call to Order – Tracy Clifton, Staff Senate Chair

The meeting was called to order at 10:05 am.

II. Roll Call

III. **Special Presentation/ Acknowledgements-** Rodney Jones and Michael Ficklin were recognized for their outstanding service as previous Staff Senate Chairs. Each was presented with an engraved gavel.

IV. **Approval of Minutes-** A motion was made and seconded to approve the April meeting minutes with changes. The motion was approved. Changes to the June meeting minutes were requested. We will vote on approval of these minutes at the August meeting.

V. **Chair Report-** Tracy Clifton welcomed new Senators and shared the following information:

a. Employee Engagement Initiatives (Human Resources)

- i. Ice cream social- This event was well-attended by staff. Tracy encouraged staff to continue to attend these events and to support the continuation of these initiatives.

b. Salary Increases

- i. Effective July 1, there will be a 2% raise for all full-time staff hired as of June 30, 2019.
- ii. To be issued October 31 of this year, there will be a \$600 bonus approved for full-time employees making \$70,000 or less and employed as of January 2, 2019.

c. Budget (Non-Recurring Funds)

- i. Safety and security upgrades totaling \$1,361,800 have been approved.
- ii. Roof replacements for Horne Arena, PEES, and Art Annex totaling \$3,314,400 have been approved.

d. Mandatory Employee Safety Meeting – There will be a mandatory Employee Safety meeting on Friday, August 16, 2019. More details will be forthcoming.

- e. Tracking of Committee Goals/Action Plans- A form was shared that allows for tracking of committee goals and action plans. Some additional changes were suggested. This item was tabled for future discussion.

VI. Committee Reports –

- a. Employee Appreciation and Recognition- nothing to report.
- b. Elections and Bylaws –
 - i. Upcoming officer elections will be held in August.
 - ii. Staff Election feedback was shared. It was overall very positive.
- c. Professional Development- no report.
- d. Communications-
 - i. Updates to website were made. Tracy thanked the committee for the timely notifications for the meeting.

VII. Old Business

- a. Follow-up on previous online comments- nothing to report
- b. New Employee Mixer- Tracy provided an update to the new employee mixer. The Employee Engagement committee, as well as Human Resources, are currently working with enhancing a partnership with the City of Greenwood. The plan is to gauge the interest of uptown businesses in establishing a relationship with Lander University and its employees. Ideas for specific days and times, a calendar of days, and a punch card were mentioned as ways to entice employee participation.

VIII. New Business

- a. Online Comments- there were no online comments.
- b. Area Specific Feedback- nothing to report.
- c. Bylaws
 - i. Minor edits are being made, including updating the format, font and spacing.
- d. General comments & ideas
 - i. Department Information sessions- Kenneth Calliham suggested that we implement sessions for new employees to allow them to learn about other departments and what they do. This could also be opened up to any employee who is interested in learning more about other departments. This might also encourage staff from other areas to volunteer to assist other departments on campus. This was assigned to the Professional Development committee.
 - ii. Freshman Move-in day- Laura Brown asked if Staff Senate would be volunteering as a group. Many agreed that would be a great idea. Tracy updated Senate on some of the changes that are occurring this year, such

- as staggered move-in times for Brookside and New Hall, to assist with a better flow of traffic.
- iii. Disc Golf course- The disc golf course is in disrepair in some areas and has been moved due to construction. Tracy will meet with Matthew Gilstrap to discuss some of these concerns.
 - iv. Flags/banners- Kent Atkins noted that the banners that hang from the poles have not be maintained. CPW will be contacted to address this issue.
 - v. Sun sails at pool- Tracy noted that Keith McCaslan suggested that sun sails be purchased to aid in providing shade at the pool. Tracy will check with Matthew Gilstrap to explore this idea.
 - vi. Multi-purpose courts- Corey Anthony noted that he often sees people utilizing the courts after hours and on weekends who do not appear to be students or employees. Are the courts open to the public? Should there be rules or guidelines for use? Tracy will explore this issue with Adam Taylor /administration.
 - vii. Newsletter- Laura stated that she and Justin Burger had discussed a newsletter and were interested in feedback. Suggestions included that it be published quarterly, provide a department spotlight, jokes, games to guess a particular staff person, and a place for employees to submit notable information on themselves (new baby, earned degree, etc.)
 - viii. University hours of operation- There has been discussion on campus of a possible change in the University's business hours for next semester.

**IX. Next meeting – Tuesday, August 6, 2019 at 11am in the ITS Conference Room
Adjournment: 10:58 am**

Respectfully submitted, Kim Shannon