

STAFF SENATE MEETING MINUTES

December 4, 2018

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, ~~Traei Talley~~, and Susan Wood.

I. Call to Order – Michael Ficklin, Staff Senate Chair

The meeting was called to order at 10:04 am.

II. Roll Call

III. **Approval of Minutes-** The minutes from the November meeting were not available, but will be reviewed in the January meeting.

IV. **Chair Report-** There have been many questions concerning the 2019 holiday schedule. Chair was advised by Human Resources that best practices were looked at and taken into consideration when deciding on the 2019 schedule.

V. Committee Reports –

A. Professional Development- none

B. Employee Appreciation and Recognition- none

C. Elections and Bylaws- none

D. Communications- Debbie Dill reported positive feedback from the staff and students on the information provided on the position of the flag.

VI. Old Business

A. Follow-up on previous online comments- none

B. Follow-up on website changes- The Communications Committee will work with Dawn Lewis to see if meeting minutes can be more easily accessible.

VII. New Business

A. Online comments-

- a. Student email- Email is Lander University's official means of communication. The Staff Senate encourages responsible use of the email system. In order to assist in streamlining the lost and found process, all lost items should be sent to LUPD for notification to the Lander community.

- b. Staff Senate recognizes the essential role that staff involvement plays in enriching the lives of Lander University students. Staff Senate encourages all staff to participate in events on campus.
- B. Self-Assessment- Prior to the next meeting, consider the following: What do we do well? Where can we improve? Can we measure this? If so, how?

VIII. Next meeting – Tuesday, January 8, 2019 at 10am in the Lois Grier Room

Respectfully submitted, Kim Shannon