



STAFF SENATE MEETING AGENDA
Thursday, March 10, 2022 - 10:00 AM Lois Grier Room

- I. Call to Order
- II. Roll Call – Anissa Lawrence, Graham Duncan, Courtney Carpenter, Mary Jo Carpenter, ~~Jack Clinkscales, Jeff Constant~~, Brittany Timms, Gretchen Twigg, ~~Katie Whatley~~, Matt Goldman, ~~Sam Pinchoff, Ebonee Dendy, Catherine Covar~~, Glen Crawford, Marina Proctor, Patrick Moore, Ken Toole
Ex-officio: ~~London Thomas~~ or Kurstin Lacoste (HR), ~~Jessica Partlow~~ (DAC)
- III. Approval of Minutes from February meeting – Ken approved, Graham second
- IV. Chair Report
 - a. Parliamentarian
 - i. Currently do not have one. The parliamentarian is an advisor to the chair and understands Robert’s rules of order. Graham made the motion to appoint Ken Toole as parliamentarian. Matt second. All in favor.
 - b. New Treasurer – Katie Whatley
 - c. Incoming comments/questions/concerns
 - i. People that wish to remain anonymous may feel free to speak with Anissa directly. If someone wants to comment/question/express concern, they can email and it comes directly to Staff Senate Chair and no one else. Staff Senate’s main concern is making Lander an employer of choice. We need to do a better job about communicating.
 - d. Lander Policy 1.4: Staff Emeritus/Emerita Status – became effective in 2017. Anissa is working with HR to start granting this status. Would it be retroactive? For people retiring in the current academic year. May need changes to the policy.
 - i. Ad Hoc Review Committee
 - e. Board of Trustees Meeting: March 15, 2022-staff senate board report has been submitted
- V. Diversity Action Committee – Jessica Partlow; Brittany Tims
 - a. Women’s Educational Month –highlight women at Lander during the month of March
- VI. Committee Reports
 - a. Employee Appreciation and Recognition – no report
 - b. Elections – special election. 2 candidates, but only 1 accepted. Do we still need an election if only one candidate? Robert’s by-laws states that we do not have to have an election. Graham made the motion by acclamation for Adam Weyer. All in favor.
 - c. Professional Development
 - i. April – branding workshop led by Madison Herig; Excel workshop – Anissa will lead this workshop.
 - d. Communications and Bylaws-no report; communication is being received and readily available per Gretchen Twigg
 - e. Community Partnership
 - i. Exciting update-Summer dining options – clearance to allow for food trucks once a week; YMCA potential discount to Lander staff.
- VII. Old Business
 - a. Disc Golf – Sent email to Matthew Gilstrap about fixing the course. Matthew is looking into it.

Staff Senate Mission Statement

The Lander University Staff Senate exists to enhance 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.

- b. EOM Parking spot – current one is the most central place. Will start rotating to accommodate those where offices are across campus away from the spot.

VIII. New Business

- a. Post Office Hours – 8:00 am – 5:00 pm
 - i. Thoughts on weekly or bi-weekly mail delivery-having someone deliver once a week or bi-weekly to the different departments. Possibly a student worker or a GA. Anissa will gather more information.
 - ii. Some are not happy with the new location, but it's the best for the post office especially when it comes to deliveries.
- b. HR Reporting – Modifying the Time and Leave Report in Bearcat Web
 - i. Can it be set up so employees can enter in the fields and tab through them-Kurstin added that you can hit copy at the bottom
- c. Adidas Employee Store – Available for all Lander employees with valid ID through March 31, 2022
- d. New Website – Staff Senate page still not updated; Dawn Lewis says it can't be updated yet.
- e. Ken recommended printing out pictures with name of the Staff Senate, but the new website is not putting pictures with the names for security purposes. Graham stated that since we still have the pictures from the old website, he can get a list created. Having to hover over the name in the directory is a way to stop scammers.
- f. In need of a campus map that will take you right to the building instead of in the middle of the street. Digital map that you can click on and it takes you to the front door of the building
- g. If a new employee, encourage them to go on a tour with Admissions to learn the campus.
- h. Earn points to encourage involvement in activities, attending sporting events, etc. and earn rewards
- i. Want to be notified about camps so staff's children can be involved. Maybe put a list of camps on the website.

IX. Adjournment-11:13am

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