



STAFF SENATE MEETING MINUTES
Thursday July 8, 2021, 10:00 AM LC200

- I. Call to Order - Anissa Lawrence called the meeting to order
- II. Roll Call – Anissa Lawrence, Graham Duncan, Erin Nodine Jack Clinkscales, Jeff Constant, ~~Katie Whitley~~, Jack Clinkscales, ~~Brittany Timms~~, ~~Courtney Carpenter~~, Gretchen Twigg, Mary Jo Carpenter, ~~Matt Goldman~~, Sam Pinchoff, ~~Ebonee Dendy~~, ~~Catherine Covar~~, Glen Crawford, Marina Proctor, Patrick More, Ken Toole, Jessica Partlow
- III. Approval of Minutes from June meeting – Graham motioned to approve and Jeff second
- IV. Chair Report – nothing to report
 - a. Human Resources – nothing to report
 - b. Diversity Action Committee – Jessica Partlow; Event on July 13th in Athletic Courtyard – games, team building, Italian ice truck, 1-3pm
- V. Committee Reports – Anissa requested updated reports from committees before staff senate meetings. Jeff Constant has been named chair for Employee Appreciation and Recognition
 - a. Employee Appreciation and Recognition
 - i. Birthday cards – will get ones already signed out this week and working on new birthday cards.
 - ii. Remembrance Garden Dedication
 1. Tuesday, August 17, 2021 – before 4:00 p.m.
 2. Announcement will be sent out to faculty and staff list
 - b. Elections and Bylaws
 - i. Nothing to report
 - c. Professional Development
 - i. See attached report
 - ii. Creating a more routine calendar for professional development workshops. Staff senate could help sponsor.
 - iii. Employee Tuition Assistance program – workshop to understand more about this program; Look into foundation about grant available to assist with taking a course outside of Lander
 - iv. Scholarships for spouses and children – need to talk with foundation to offer this option
 - v. Suggestions were made about different types of professional development and outside speakers that will be beneficial for staff members
 - d. Communications – nothing to report; chair is Courtney Carpenter
- VI. Old Business
 - a. Splitting the Elections and Bylaws Committee and adding Bylaws to Communications
 - i. Graham made motion to open discussion
 - ii. Ken Toole made motion to split election and bylaws committee. Graham second the motion. Bylaws will move into Communications committee and Elections Committee will be stand alone.

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.

- b. Elections Committee to look at staff to vote for members of all areas
 - i. Nomination would come from the division, but could vote in all division areas.
 - ii. Suggestion made to make only one vote for each division and then the top 2 or 3 (however many spots available to fill) will become the representatives for that division.
 - iii. Election committee to talk with staff about voting to work on how to vote in the future
 - iv. Will revisit for next Staff Senate meeting

VII. New Business

- a. Online Comments – None
- b. More seating near the fountain, such as picnic tables
- c. Possible professional development of getting access to emails and other Lander announcements for those that don't have access to computers during working hours.
- d. Start back meeting in Lois Grier and Division updates will be added to future agendas

VIII. Adjournment

- a. Motion to adjourn by Erin Nodine and Ken Toole second

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Professional Development Committee Report

The Staff Senate Professional Development Committee met on Monday, 6/28, to brainstorm possible activities and initiatives for the upcoming year.

Ideas:

- Create a more routine calendar of professional development workshops for staff members. Possible topics include:
 - Customer service training
 - Work life after COVID-19: how has the pandemic changed the workplace
 - Zoom/Microsoft Teams training for those who might still need help navigating how to use these tools (e.g. coaches recruiting students, admissions counselors, etc.)
 - Training on Microsoft Office Tools (Word, Excel, etc.)
 - Understanding Retirement
 - Employee Tuition Assistance Program information session
 - Kauffman Leadership Institute information session
 - FERPA Training
- Develop and distribute a flyer that lists upcoming workshops, dates and times, and work with Communications Committee to send regular email reminders of programs to campus.
 - There will be a cost associated with flyers/handouts, so this will need full senate approval.
- Discuss with University Advancement the possibility of establishing a scholarship for children/spouses of Lander University employees.

Next Steps:

- Determine how many workshops we can host per semester.
- Determine whether we want to do these in-person or online.
 - If workshops are in-person, will there be a cost associated with possible free coffee, etc.? If so, this will need full senate approval.
- Connect with possible workshop leaders who can speak to these topics.
- Develop a schedule of workshops for the next semester.
- Think of ways to encourage employees to contribute to a potential scholarship for children/spouses of Lander employees.

Feedback from Staff Senate:

- Ken Toole suggested continuing education/training events for physical plant employees (HVAC classes, Master Gardener seminars, etc.)
- Erin Nodine suggested reaching out to the Greenwood Chamber of Commerce's Young Professionals group to have them put together an informational session regarding membership.
- Erin also asked that potential workshops concerning tuition assistance also cover funding opportunities at other institutions if an employee's program of study isn't offered at Lander.
- Others suggested workshops to cover employee benefits at-large, that employees may not know they have, such as access to the library, the gym, etc.

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