



STAFF SENATE MEETING APPROVED MINUTES
Tuesday, April 7, 2020, 9:30 AM (Microsoft Teams)

- I. Call to Order
- II. Roll Call
 - a. Tracy Clifton, Eddie Shaw, Kent Atkins, Tammie Mallory, Kenneth Calliham, Ashley Wilke, Greg Allen, Anissa Lawrence, Amanda Morgan, Guests: Karin Rutte & Scott Pilgrim.
- III. Special Guests (Amazon Credit Card Purchases)
 - a. Scott Pilgrim, Interim Director of Procurement Services
 - i. Moving to the Amazon business account allows for the procurement offices to have real time analytics and reduces the amount of accidental p-card purchases for personal items bought from Amazon. (Since it saves your card information).
 - ii. Currently you are not mandated to use the Amazon Business account (this may change) but it is highly encouraged as it helps in collecting the data for the university to move towards an Amazon Business prime account.
 - b. Karin Rutte, Amazon Rep
 - i. You should never pay more for an item on Amazon Business. In fact, you can often find business discounts on work-related items. If you see a discrepancy where an item is more expensive on Amazon Business than your personal account, please reach out to our Account Rep Karin Rutte karrutte@amazon.com 206-413-4830.
 - ii. She can also be a resource when customer service is not resolving your issue in a timely manner. The current account does not have Prime shipping, but there is free shipping on orders over \$25.
- IV. Approval of Minutes from February 4, 2020
 - a. Minutes not approved.
- V. Chair Report
 - a. Employee Engagement Initiatives (Human Resources)
 - i. Staff Awards Breakfast & Field Day will be rescheduled. No potential date at this time.
 - b. Staff Senate Board Report
 - i. March 2020 Board Report attached for review.
 - ii. Eddie Shaw and Tracy Clifton to work together on May 2020 report.
 - c. Potential Guests for Future Meetings
 - i. Brian Reece, Stacie Bouie
 - d. Human Resources Updates
 - i. Covid-19 information and resources emailed out.
 - ii. Staff Breakfast Awards & Field Day will be rescheduled to a later date.
 - e. Staffing Updates
 - i. New Basketball Coach Hired.
 - ii. New Assistant Director of Student Conduct, Residence Life Coordinator beginning May 1.
- VI. Committee Reports
 - a. Employee Appreciation and Recognition
 - i. No Updates.

- b. Elections and Bylaws
 - i. Waiting for a total of six responses of nominees.
 - ii. Will resend an announcement for people to confirm or deny nomination.
 - iii. Currently unable to determine if an online voting process is needed. Will continue to wait for further information on when faculty/staff will return.
 - c. Professional Development
 - i. Will continue to reach out to potential guests for future meetings.
 - d. Communications
 - i. No Updates.
 - ii. Laura to Coordinate with Matthew Gilstrap for Bearcat Buzz announcements to continue running Employee Appreciations, five per week, noting on behalf of Staff and Faculty Senate, as well as Human Resources.
- VII. Old Business
- a. Follow up on Previous Online Comments
 - i. No Previous Comments to respond to.
- VIII. New Business
- a. Online Comments
 - i. No new online comments to report on.
 - b. Area Specific Feedback
 - i. Bi-weekly meetings decided moving forward at this time.
- IX. Adjournment
- a. Meeting Adjourned at 10:07 a.m.

Meeting Minutes Respectfully Submitted by Amanda Morgan, Secretary
