

STAFF SENATE MEETING MINUTES

March 6, 2018

10:00 A.M.

Lois Grier Conference Room

Approved

Present: Pam Bartley, ~~Rodney Boyter~~, Tracy Clifton, Deb Nygro, Debbie Dill, Michael Ficklin, ~~Terry Fuller~~, Karen Hammond, Rodney Jones, Jennifer Mathis, ~~Mary McDaniel~~, Jeannie McCallum, DeCole Robertson, Traci Talley, and Melissa Thompson.

I. Call to Order – Rodney Jones, Staff Senate Chair

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

II. Roll Call

III. Approval of Minutes

A motion was made and approved to accept the minutes from the February 6, 2018 meeting.

IV. Chair Report

The Board of Trustees meet next week. R. Jones will be collecting information via email for his report from Senate members.

V. Committee Reports

- A. Employee Recognition – Committee will be meeting with Human Resources to assist with planning for the Staff Excellence Breakfast. The breakfast will be held in the Dining Hall on Tuesday, May 8, 2018.
- B. Communications – Received positive feedback regarding March 5th Staff Assembly meeting.
- C. Professional Development – Next step is to develop a staff professional development survey.
- D. Elections and Bylaws – Next month the committee will bring a sign-up sheet for manning voting locations. Other items they will address before the April meeting are ballot boxes and securing ballots when voting has closed for the day.

VI. Old Business – Nothing to report.

VII. New Business

- A. Skyfactor. Joe Franks gave a presentation on “Skyfactor” which is used for Student Climate Surveys. This past year the company added a Faculty/Staff module at no additional charge. The Faculty/Staff survey has question categories (i.e. Perception of the Institution, Work Environment, Campus Safety, Campus Training). They have an

option of adding 10 questions at no extra charge, coding to separate faculty responses and staff responses if needed, and the ability to choose benchmark institutions for comparison purposes. The company tabulates the results and sends back a report within a month (benchmark data takes longer). Data can be pulled from the report, for example Campus Training responses by staff could be pulled for the Professional Development Committee to use in planning training activities.

Follow-up:

- J.Franks will find out charges for additional questions.
- R.Jones will contact Ashley Lee (Faculty Senate) about faculty participation and specific information that would be useful.
- The Diversity Council and Human Resources could also utilize this tool. The Diversity Council has been asked to collect data from faculty and staff. Human Resources has mandated Title IX reporting which includes data collection.
- Timing – in order to get maximum participation the group thought opening the survey between April 2 and April 20th would be the best.
- Decide what area would be best to administer future surveys. J.Franks would assist with setting up this year's survey.

A motion was made, seconded and approved to use Skyfactor Faculty/Staff Campus Climate module.

- B. Staff Excellence Breakfast – Elly Deal presented survey results from 2017 Staff Excellence Breakfast. This year's breakfast is planned for May 8, 2018 in the Dining Hall. The Employee Recognition Committee will meet with E.Deal regarding plans for this year's breakfast.
- C. Faculty/Staff Spouse Tuition Rates – This item was covered by Andy Benoit's presentation in the Staff Assembly meeting.
- D. Employee of the Month – This month 10 nominations were received. Senate members voted by ballot and Kim Williams was chosen as the staff employee of the month.
- E. Online comments and suggestions
 - a. Concern submitted regarding condition of the grounds. R.Jones will forward the comment to Frank Sells, Jeff Beaver, and Steve Logan.
 - b. Concern submitted regarding the Legacy Scholarship and, because living on campus is required, is a housing allowance included. R. Jones will forward this concern to Vice President of Enrollment Management, Andy Benoit.
 - c. Concern was expressed regarding the presence of Vice President(s) at Staff Assembly Meetings making staff members uncomfortable sharing ideas at this forum. According to the bylaws, Staff Assembly meetings are open meetings which all are permitted to attend. R.Jones will forward this concern to Crystal Rookard to share with the President's cabinet.

VIII. Next meeting – April 3, 2018 at 10am in the Lois Grier Room

Adjournment: The meeting was adjourned at 11:31am.

Respectfully submitted,

Karen Hammond