



STAFF SENATE MEETING MINUTES
Tuesday, September 3, 2019, 10:00 AM (Lois Grier Room)

- I. Call to Order
- II. Roll Call
Present: Tracy Clifton, Corey Anthony, Jim Laman, Kim Shannon, Kenneth Calliham, Amanda Morgan, Justin Burger, Laura Brown, Susan Wood, Anissa Lawrence, Ashley Wilkie, Greg Allen, ~~Eddie Shaw, Vernon Peppers, Kent Atkins~~
- III. Approval of Minutes from July 9, 2019 and August 6, 2019 (July 9, 2019 and August 6, 2019 meeting minutes both approved unanimously)
- IV. Guest Speakers
 - a. Dining Services (Matt Lugo)
 - i. Mr. Lugo noted that enhancing the student experience and working with Lander and respective departments is a top priority.
 - ii. Kristin Brannon is assuming the Catering Manager role.
 - b. United Way (Hanna Gantt, Director of Resource Development)
 - i. Ms. Gantt noted that United Way's 75 Year kickoff was held last week. Ms. Gantt also acknowledged Lander's volunteer representation at the event.
 - ii. Ms. Gantt provided an overview of the services offered by the United Way and additional resources/perks available to students, faculty, and staff (2-1-1, FamilyWize discount prescription card, VITA tax program offering free tax preparation for individuals making less than \$60,000 annually, and a medical supply closet is housed at the United Way). Laura Brown will send out the 2-1-1 Cards and FamilyWize announcements via email.
 - iii. Ms. Gantt also noted there are 522 children that are currently homeless in Greenwood, SC. The United Way is requesting bed sheets, sleeping bags, food, clothing, and school supplies. All monies donated is allocated within Greenwood, SC. Employees are encouraged to visit <https://unitedwaygac.org/> to learn more about the United Way's mission and vision.
- V. Chair Report
 - a. Employee Engagement Initiatives (Human Resources)
 - i. Employee Benefits Fair (September 2019 – Date/Location TBA)
 - ii. Family Weekend (October 18-19, 2019)
 - b. State of the University Address (September 9, 2019) - Remind staff to attend
 - c. President's Welcome Back Celebration (August 29, 2019) - Huge success
 - d. All Staff Assembly on October 1, 2019 (Sproles Reserved)
 - i. Committees should meet in advance of the all staff assembly and continue to work on goals and action plans.
 - ii. Committees will be responsible for updating materials to present at the all staff assembly.
 - e. Follow-up to Senators' Questions/Feedback on August 6, 2019
 - i. Human Resources is no longer sending the campus-wide notification for new staff hires. HR is brainstorming new ways to share this information with the campus community.
 - ii. Human Resources is currently updating the Employee Handbook. Each department is encouraged to put together a resource guide for new employees.
 - iii. There is no make-up session planned for those that missed the mandatory safety training. Active shooter/safety training will occur each semester. Senators suggested timing of training was problematic for many areas. Greg Allen suggested staff share suggestions with their respective supervisors.

- f. Staffing Updates
 - i. Academic Success: Ian Sargent- new academic advisor.
 - ii. Admissions: Kathryn Rapasic, Anna Neighbors and Kenneth Roach are new in Admissions
 - iii. Student Affairs: Student Affairs staffing has changed. Helen Yonts is now the CARE Case Manager. Steve Roberts is now working in Student Affairs as a retention coach in a mentorship capacity. An Assistant Director of Campus Rec is in the process of being hired. An Employment Coordinator position has closed. (Interviews begin next week.) The Wellness Center is currently seeking a mental health counselor.
 - iv. LUPD: Dispatcher and an internal posting for a promotion for a Lieutenant. (Two officers are currently out on leave.)

- VI. Committee Reports
 - a. Employee Appreciation and Recognition
 - i. Birthday cards sent via campus mail.
 - ii. Continuation of department spotlight.
 - b. Elections and Bylaws
 - i. Reviewing and updating the Bylaws.
 - ii. Reviewing the timeline and election process.
 - c. Professional Development
 - i. Education of department-wide functions.
 - ii. Exploring other opportunities.
 - d. Communications
 - i. Development of a newsletter (frequency TBD).
 - ii. General campus-wide outreach in support of overall Senate initiatives.

- VII. Old Business
 - a. Follow up on Previous Online Comments

Fitness Center Policy: Patrons (current faculty, staff, and students only) must present a valid Lander University ID upon entrance into the Fitness Center. (Exception: use of group exercise classes in Fitness Center area is allowed with spouse/dependent ID.)
 - b. New Employee Mixer (update on feedback received from Uptown businesses)
 - i. Four businesses expressed interest in hosting an employer mixer (Fat Daddy's BBQ, Inn on the Square, The Mill House, Southern Soul on Main).
 - ii. Possible partnership between Human Resources, Faculty Senate, and Staff Senate.

- VIII. New Business
 - a. Online Comments (Two comments submitted).
 - i. Comment submitted suggesting the campus should be closed on Fridays. Reporter also cited inconsistencies in flex scheduling, as some departments flex while others do not.
 - a. Encourage supervisors to think outside the box for scheduling and propose guidelines to ensure the Friday flex schedule does not disrupt the Friday 8: 00a.m to 5:00p.m. order of business.
 - b. Administration reviewing options, but no decisions have been made.
 - ii. A concern over reserved parking was submitted. The concern suggested harsher penalties for unauthorized individuals parking in reserved spaces. Greg Allen stated LUPD was in the process of brainstorming solutions.
 - b. Area Specific Feedback (None noted)
 - c. Election of Officers – Announcement sent to campus community

- IX. Adjournment

The meeting was adjourned at 11:45 a.m.

Respectfully Submitted,

Amanda Morgan, Staff Senate Secretary