



STAFF SENATE MEETING MINUTES  
Tuesday, July 14, 2020, 10:00 AM (Microsoft Teams)

---

I. Call to Order

II. Roll Call

Eddie Shaw, Corey Anthony, Rodney Boyter, Laura Brown, Justin Burger, Kenneth Calliham, Courtney Carpenter, Jack Clinkscales, Graham Duncan, Sarah Lynn Grant, Anissa Lawrence, Tammie Mallory, Amanda Morgan, Erin Nodine, Vernon Peppers, Marina Proctor, Kenneth Toole, Ashley Wilkie.

III. Special Guest – Campus COVID-19 Updates

a. Sara Grant, Director of Health Services

1. COVID-19 testing will not take place on campus. Students who require a test will be directed to the Montgomery Center.
2. There will be no mandatory widespread testing for students and employees. Different rules for student athletes may apply.
3. If a student tests positive, the student will be asked to return to their permanent off-campus residence.

b. Rodney Boyter, Director of Safety

1. Instructional space has been examined to reduce capacity. Examined common areas for social distancing.
2. New technology has been installed to allow for virtual streaming from campus classrooms.
3. Student Affairs launching student campaign to inform students about campus updates using videos via LUX.
4. Plexiglass shields have been installed to all walk-up counter services including multiple administrative offices.
5. Additional tables and chairs are being added to college lobbies to decrease capacity in dining areas and allow students to stay closer to their classroom locations.
  - Students will be allowed to sit and dine in the dining hall.
6. International students will be required to quarantine for two weeks after returning to Greenwood.
7. Lander University will provide 5 reusable masks to all students and employees
  - Masks will be distributed by Vice Presidential area.
8. University Relations is working on an enhanced communication plan to reduce questions.
9. Student move-in has been expanded to a 7 day period.

\*Employees with questions regarding COVID-19 should first communicate with their director, then Human Resources

IV. Approval of Minutes from June Meeting

June meeting minutes tabled until August Meeting

V. Chair Report

- a. Human Resources: Return to Work Information/Other Relevant Updates
  - London Thomas stated that there has not been a date decision for Phase III
  - Each department is responsible for ensuring they are appropriately staffed on campus to function properly.
- b. New Senators: Welcome and Introductions
- c. Election of New Officers: August Meeting
  - Microsoft Forums ballot
- d. Training for New Senators
  - The Professional Development Committee will meet after adjournment to discuss new senator training.
- e. 2020-2021 Committee Assignments
  - Employee Appreciation and Recognition:  
Anissa Lawrence, Amanda Morgan, Ashley Wilkie, Jack Clinkscales
  - Communications:  
Laura Brown, Justin Burger, Courtney Carpenter
  - Professional Development:  
Corey Anthony, Kenneth Calliham, Graham Duncan, Ken Toole
  - Elections and Bylaws:  
Tammie Mallory, Erin Nodine, Vernon Peppers, Marina Proctor
- f. Continue Virtual Meetings
  - Virtual Staff Senate meetings will continue until further notice
- g. Potential Guests for Future Meetings
  - August:  
Matthew Gilstrap, Executive Director of Student Life and Engagement  
Launch into Lander
- h. Staffing Updates
  - Admissions, Academic Success Center, and Athletics welcomes new staff this month.
  - Admissions Counselor position open.
  - University Relations – Mike Blackwell retired, videographer position to be posted
  - Condolences for our Physical Plant staff:  
Dean Peeples, son of staff members Skeeter and Jamie Peeples passed away on June 19.  
Mike Dixon passed away on July 11.

VI. Committee Reports

- a. Employee Appreciation and Recognition
  - Employee of the month awards were planned to be distributed during the Employee Appreciation Breakfast. Senators will distribute the awards to EOM winners.
  - Senators requested to email a scan of their signature to Ashley Wilkie to update the Birthday Club cards.
  - Staff Excellence Award winners will still be recognized.
- b. Elections and Bylaws  
No updates
- c. Professional Development

- No updates
- d. Communications  
No updates

VII. Old Business  
Cabinet is reviewing faculty/staff family member educational benefits.

VIII. New Business

**Action Item: Diversity Advisory Council ex officio member**

*An ex officio member is not a voting member of Staff Senate. This member will serve to enhance communication between the Staff Senate and the Diversity Advisory Council. Ex officio member will be included on the Staff Senate Meeting agenda to report Diversity Advisory Council discussion and initiatives. Diversity is a core value of the university. This position will enhance communication and strengthen Lander University's efforts to be an employer of choice.*

Anissa Lawrence made a motion to add a Diversity Advisory Council ex officio member to Staff Senate; seconded by Marina Proctor. No opposition; the motion passed unanimously. Elections and Bylaws Committee will amend Bylaws to include the addition of the new ex officio member.

IX. Adjournment

Laura Brown motioned to adjourn the meeting; seconded by Marina Proctor. The motion passed unanimously.

## **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.

Minutes respectfully submitted by Laura Brown.