



STAFF SENATE COMMITTEE

MINUTES

MARCH 15, 2011

2:30 PM

UNIVERSITY LIBRARY, ROOM 622

(approved as amended)

ATTENDEES	<p>Members: Katrina Branson, Brandon Bruscato, Kirby Campbell, Susan Duggins, Laura Knotts, Stacy Lamb, Cindy Leath, Anthony Malta, Gail Parker, Roslynn Pogue, Chris Ringo, Pamela Saulsberry, Mary Schmeer, Cori Scroggins, Robin Taylor, Bryan Thorn, Lindsey Wilkerson</p> <p>Guest: President Nick Bruno</p> <p>Liaison: Lillian Brown</p>
ABSENT (EXCUSED)	Camile Currier, Catherine Estis, Tasha Fisher, Laura Knotts

Agenda Topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on March 15, 2011 in the University Library Room 622 and called to order at 2:30 pm by Susan Duggins, President. A quorum was present.
MINUTES	Minutes of the previous meeting held February 8, 2011 were reviewed by the committee. Gail Parker identified areas needing clarification. Amendments were noted. The committee agreed on all changes. Roslynn Pogue moved to approve the minutes as amended; Cindy Leath seconded. Motion passed.
DISCUSSION	<p>President's Report: <i>See New Business</i></p> <p>President Nick Bruno addressed the Staff Senate and briefly discussed the current budget, emphasized student recruitment, and heightened awareness of employee sensitivity.</p> <p>Committee Reports:</p> <p>Elections: Cori Scroggins presented the Elections report. There were four (4) nominations for Business Affairs and two vacancies. There will be an election on April 12th and April 13th for the two vacancies in the division of Business Affairs. run off on April 11th and elections for the Business Affairs vacancy will begin April 12th. Only employees who work in Business Affairs are eligible to vote. In all other Vice Presidential areas, elect candidates were unopposed elect by acclamation.</p> <p>Staff Welfare Committee: Katrina Branson presented the Staff Welfare report. The committee continues to meet monthly to review and make changes to the Staff Handbook. After revisions are made, the Staff Handbook draft will be brought forth for Senate review and approval.</p> <p>New Business:</p> <p>The ad hoc survey committee met and drafted the Unclassified Staff survey. For all intents and purposes, the survey has been finalized and approved by President Bruno and Dr. Richard Hood. However, the survey has not been distributed. Susan Duggins will collaborate with Anna Hill, Faculty Senate president, to determine logistics.</p> <p>Surveys will be disseminated through <i>Survey Monkey</i> at approximately the same time for faculty and staff. The Unclassified Staff survey is an "opinion survey" and not personally identifiable in terms of being traced back to an employee's name, campus ID, department, or length of service. The intention is to create a survey that which identifies areas of excellence administered on a regular basis, identify identifies opportunities and challenges that may be benchmarked, and determines where improvements can be made on campus. The survey should not serve as a target for a particular area nor perceived as an instrument to censure a particular area.</p> <p>Question was asked if there is a place to indicate the percentage complete while taking the survey. Lindsey Wilkerson explained there is a counter that can be included at the top of the survey. In addition, he has</p>
DISCUSSION	

Minutes of March 15, 2011 (Continued)

asked individuals (in the past) to "test" the survey and make a note of how long it takes to determine completion time. Employees will receive a unique login- s randomly assigned- so there is no way to associate the survey with an ~~employee and his or her~~ **employee's** responses.

Wilkerson mentioned there were some employees who do not have email addresses. Wilkerson will determine who they are. Duggins clarified ~~that~~ there will be no paper surveys collected and ~~that~~ the survey will only be distributed electronically.

The next step will be a planning meeting with Wilkerson and Hill to discuss logistics. The Staff Senate will be notified if the survey is to be distributed prior to the April meeting.

Unfinished Business:

Duggins met with Brook Sebren, SGA president, regarding the proposed No Smoking Policy. Sebren was receptive and in agreement with the proposed policy, however, could not speak for the senate. SGA will meet and report back with either their agreement or opposition. An update will be sent via email.

Next regular meeting – April 12, 2011 @ 1:30pm, Administrative Conference Room, Library 622.

CONCLUSIONS

There being no further business, Lindsey Wilkerson moved to adjourn. Laura Knotts seconded. Meeting was adjourned at 3:25 p.m.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

N/A