



STAFF SENATE COMMITTEE

MINUTES

MAY 10, 2010

1:30 PM

ADMINISTRATIVE CONFERENCE ROOM
LIBRARY #622

CHAIR	Susan Duggins
ATTENDEES	Katrina Branson, Brandon Bruscato, Allison Bryant, Camile Currier, Susan Duggins, Tasha Fisher, Steve Kelley, Laura Knotts, Melissa Lawson, Cindy Leath, Anthony Malta, Gail Parker, Roslyn Pogue, Chris Ringo, Pamela Saulsberry, Mary Schmeer, Cori Scroggins, Robin Taylor, Brian Thorn, and Lindsey Wilkerson, Liasons: Lillian Brown and Dave Nicklas.
ABSENT	Stacy Lamb –excused.

Agenda topics

DISCUSSION	<p>A regular meeting of the newly elected Staff Senate was held on May 10, 2010 in the Administrative Conference Room – Library #622, and called to order at 1:30 pm by Susan Duggins, chair. Roll call was done by Lillian Brown and it was noted that a quorum was present.</p> <p>Minutes of the previous meeting held April 19, 2010 were reviewed by the committee. No additions or corrections were made. Allison Bryant moved to approved the minutes as presented, Camile Currier seconded, motion passed.</p>
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DISCUSSION	<p>Duggins opened the meeting by welcoming the newly elected Staff Senate. She gave a brief history of how the Staff Senate came into existence and what has taken place over the last year.</p> <p>Duggins called upon Dave Nicklas to give a budget update to the group.</p> <p>President’s Report: Duggins gave an overview of the Faculty Senate website for the benefit of the new members. A contact list was passed around for verification and correction. Senators were asked to provide their contact information during the summer should the need arise to call a meeting during that time. Also a list was passed around for volunteers to sign-up on at least one of four committees: Constitution and Bylaws, Elections, Communications, and Staff Welfare. Duggins reported that Chris Ringo has agreed to step up into the Vice President /President-elect position.</p> <p>Committee Reports: Staff Handbook –Chris Ringo reported that a template was formulated using the Faculty Handbook as a guide. The Committee will try to have a rough draft ready for review at the August meeting. Anyone that would like to participate in this project, please contact Chris Ringo.</p> <p>Unfinished Business: A draft of the “No Smoking Policy” was viewed on-line and passed around for review and discussion. Mary Schmeer moved to accept the policy as presented with the addition of a reprimand clause as follows: “ An employee who fails to comply with this policy is subject to disciplinary action up to and including termination.” Tasha Fisher seconded the motion, discussion was held, motion passed. It is anticipated that enforcement of this policy will be effective in January 2011.</p> <p>New Business: Duggins reported that Steve Kelley had volunteered for the Secretary position. There being no other nominations from the floor, the staff senate accepted Steve Kelley as Secretary by acclamation.</p>
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Next regular meeting – August 10 @ 1:30 PM, Admin. Conf. Rm. – Library #622.

CONCLUSIONS	There being no further business the meeting was adjourned at 2:50 pm.
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Items to review for next meeting:	PERSON RESPONSIBLE	DEADLINE
None		