

STAFF SENATE

Meeting Minutes
August 10, 2009

Opening:

The regular meeting of the Staff Senate was called to order at 10:05 on August 10, 2009 in Wesleyan Hall Conference Room by Jennifer Smith.

Present:

Present Members were: Jennifer Smith, Chris Horn, Jim Eubanks, Sara Huntley, Ethan Humphres, Steve Burnett, Pam Trimble, George Sherrill, Joan Smith, Kevin Jacques and James Burton.

I. Approval of Minutes

All present accepted the minutes as distributed. A motion to accept the minutes was made by Sara Huntley and seconded by James Burton.

II. Approval of Agenda

All present accepted the agenda as distributed. A motion to accept the agenda was made by Steve Burnett and seconded by Sara Huntley.

III. Staff Senate President's Report

Jennifer Smith noted that she, along with Vice President Chris Horn and Secretary Kari-Kay Harp, will meet with the President on August 18, 2009. They will discuss the goals and objectives for the Staff Senate for the 2009-2010 year. After the aforementioned meeting with the President, the Staff Senate may invite the President to attend a meeting to further address issues or concerns. Jennifer Smith also noted that Catherine White has begun reviewing compensation ladder issues and is still waiting on the finalization of some ladder reports. Catherine is working to form a committee to review the compensation ladder reports.

IV. Shared Governance/Committee Reports

None.

V. Old Business

E-Mail Policy: Chris Horn contacted Tammy Irons, UNA's legal representation, regarding the e-mail policy. Chris provided Tammy with a copy of Arizona State and Bowie State's policies. Tammy recommended a combination of the two policies for UNA. Tammy recommended that a disclaimer regarding "No expectation of privacy should be expected" so that UNA could monitor e-mails for policy violations. Also, Tammy recommended that statements regarding disciplinary action should be included in the policy.

Classifieds Section of Website: Chris Horn reported that Tammy Irons had given approval to proceed with using UNA personnel and equipment to provide a "classifieds" section if UNA chose to do so. Computer Services will investigate the ability and ease of setup for use inside the UNAPortal environment. If it is possible to use UNAPortal, the Staff Senate will propose a policy regarding management, access, and enforcement of rules of the classifieds section. Tammy Irons recommended adding wording to the e-mail policy should UNA proceed with a classifieds section.

Removal of UNA Faculty/Staff E-Mail Address: Sara Huntley reported that with the recommendation of the Technologies Advisory Committee, Drs. Thornell and Holland would proceed to the EC to remove group e-mailing ability. Any future e-mailing of the campus community would need to be requested via personal announcements in UNAPortal and would be sent via Computer Services. Computer Services will inform and train other individuals regarding the ability to send announcements. Notifications are to be given before the removal of the group e-mailing addresses.

Smoking policy: Jennifer Smith reviewed previous conversations with the Faculty Senate President. Discussion ensued regarding enforcement of a smoking policy. Kevin recommended moving the ashtrays further from the doorways to buildings. Jennifer will contact the Faculty Senate President and SGA President regarding moving the ashtrays and enforcing a “buffer” zone around each building. With support from the Faculty Senate and SGA, the Staff Senate would then present this to the President for endorsement and assistance in enforcement.

Student Recreation Center Faculty/Staff Membership: Jennifer Smith noted that she and Mr. David Shields had not yet been able to meet. Also, the Faculty/Staff Welfare Committee does not meet during the summer, so an update from them was not available. Jim Eubanks will meet with Mr. Shields this Wednesday and will discuss any updates with him at that time. Information from Jim and the Faculty/Staff Welfare Committee should be available for the next Staff Senate meeting.

VI. New Business

None.

VII. Discussion

Professional Development Goal: Joan Smith and Catherine White had tabled discussing Professional Development during compensation ladder discussions. Joan will resume working with Catherine to promote professional development opportunities.

Recognition of Staff Positions: Jennifer Smith read an example from the Internet regarding an employee of the month. Jennifer will discuss this and other recognition options with the President at their meeting.

Commencement Policy: Jennifer Smith had forwarded a proposal for a change to the commencement policy to Sue Wilson. Dr. Wilson stated that after the Fall semester began would be a better time to discuss this issue. Then, she would discuss this with the President and Dr. Thornell.

Late registration for employees: Jennifer Smith asked about allowing employees to register before late registration (as is the current policy) to allow employees the time to prepare schedules and leave time (if necessary) with their supervisor. Jennifer presented the number of employees that enrolled in a class in the Spring semester. Kevin Jacques added that because students pay for classes and employees have tuition remission, maybe someone should speak with the SGA. Jennifer will first discuss this with the Faculty Senate the proposal to move this “registration window” as this will directly affect them.

Tuition Remission policy: Kevin Jacques asked about graduate assistants (students) who receive free tuition and register for classes but then become employees while continuing their degree. Jennifer will discuss with Catherine White the history of this policy and will provide more information at a later meeting.

Additional Goal: Jim Eubanks requested to add an addition Health/Wellness goal. He mentioned that options for Weight Watchers on campus and more healthy options at the GUC have been proposed in the past. These

options could allow for more help in passing the SRC membership proposal. All of these options, Jim stated, might help the University lower its insurance costs.

Market Study Salary Movement: Kevin Jacques asked how individuals move to their midpoint or market value. Discussion ensued regarding how UNA would proceed with its fiscal restraints. Jennifer Smith will contact Catherine White for an update regarding movement within the recent market study.

VIII. Adjournment

A motion to adjourn was presented at 11:05 by Steve Burnett and seconded by Kevin Jacques. The next general meeting will be at 10:00 a.m. on September 14, 2009 in the Wesleyan Hall Conference Room.

Minutes submitted by: Ethan Humphres (for Kari-Kay Harp, Secretary)

Minutes submitted to: Jennifer Smith, President