

UNA Staff Senate
Monday, December 12, 2016
GUC Room 200
Minutes of the Meeting

- I. Call to Order – Senate President, Dr. Kevin Jacques, called the meeting to order at 10:00 a.m.
- II. Members present and comprising a quorum were: Lillian Akin, Bishop Alexander, Caleb Banks, Melissa Bolton, Haley Brink, Gigi Broadway, Bobby Champagne, Salena Denton, Kelly Ford, Anita Holcombe, Janet Jones, Lori Eastep for Regina Sherrill, Amanda Sizemore, Melissa Thornton, Luke Underwood, Dr. Molly Vaughn, Jennifer Murray for Christy Waters, and Russ Wilson. Also present was Dr. Joy Borah, Associate Vice President for Academic Affairs.
- III. President Jacques introduced Dr. Borah and Dr. Vaughn, who explained the purpose of the Administrative Task Force and gave an overview of the procedures it is following to analyze the various departments and offices within the University to determine program efficiency, productivity, staffing ratios, and alignment with the University's mission.
- IV. Approval of Minutes – Mr. Underwood made a motion to accept the October 10, 2016, minutes as printed. Ms. Thornton seconded and the motion carried.
- V. Approval of Agenda – Mr. Banks moved to accept the agenda as printed. Mr. Alexander seconded and the motion carried.
- VI. Staff Senate President's Report
 - A. Wording for Pay Grades – President Jacques met with Catherine White, Assistant Vice President for Human Resources, to discuss the wording for pay grades. Ms. White is considering revising the verbiage associated with the current pay structure. As a result of the ensuing discussion, it was determined that Ms. White would be invited to the January Staff Senate meeting to answer questions and provide clarification.
 - B. Progress toward Midpoint – Staff members who are eligible for a move toward midpoint should receive letters of that intent prior to the holiday break.
- VII. Unfinished Business
 - A. The Environmental Specialist Leave Policy – Mr. Michael Gautney, Assistant Vice President for Facilities Administration and Planning, is revising the policy and will share it with Staff Senate when completed.
- VIII. New Business
 - A. Board of Trustees Resolution – Ms. Jones made a motion to approve and submit the draft resolution thanking the Board of Trustees for the 3% COLA they have approved. Mr. Champagne seconded and the motion carried.
 - B. Grievance Policy Proposal – Ms. Thornton made a motion to process this proposal through E-Business so that Senate members have time to consider the

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policy. The motion was approved by consensus. In subsequent E-Business, a majority of members voted to approve/recommend the policy.

- IX. Discussions - none
- X. Announcements
 - A. The Board of Trustees will meet on December 19, 2016, at 11 a.m., in the GUC Banquet Hall C
 - B. Next Meeting – January 9, 2017, 10 a.m., GUC Room 200
- XI. Adjournment – Ms. Jones made a motion to adjourn at approximately 11:00 a.m. Mr. Champagne seconded.

Respectfully submitted,

Kelly Ford
Staff Senate Secretary, 2016-2017