

UNA Staff Senate

August 8, 2025

10:00 AM

GUC Rm. 200

- I. Call to Order – President Anna Leigh Rossi began the meeting at 10:03am
- II. Roll Call (Senators, Proxies, & Visitors) – Members present and comprising a quorum were: Ms. Amanda Willingham, Ms. Anna Leigh Rossi, Ms. Anna Milwee, Ms. Bretta Cagle, Ms. Cala Flippo, Ms. Catherine Martin, Ms. Debbie Williams, Dr. Kathleen Richards, Ms. Erin Wittscheck, Ms. Hollon McCullar, Ms. Hope Buckley, Mr. Jarrod Russell, Mr. Jeremy Martin, Mr. John LeMay, Ms. Kari-Kay Cassady, Ms. Kendra White, Ms. Megan Simmons, Ms. Michele Aycock, Dr. Molly Mathis, and Ms. Salena Denton. Ms. Amber Carruth as Proxy for Ms. Janet Jones and Ms. Taya Beth Sockwell as Proxy for Ms. Mary Harber. Mr. Chris Malone was absent with no Proxy.
- III. Approval of Agenda – Dr. Kathleen Richards made a motion to approve the agenda. Ms. Catherine Martin seconded and the motion carried.
- IV. Approval of Minutes – Ms. Amanda Willingham made a motion to approve the May 2025 minutes. Ms. Hollon McCullar seconded and the motion carried.
- V. Staff Senate President’s Report – At the request of President Anna Leigh Rossi, all Staff Senate members introduced themselves to the group at large to ensure members are aware of the areas represented and the Senators present. Ms. Rossi clarified the purpose of Staff Senate and clarified expectations for Senators, including expectations for communication to constituents. Senators are expected to (1) send Staff Senate recap to constituents in a timely manner, (2) conduct a monthly audit of constituents to keep their list up to date, and (3) communicate concerns of constituents to Staff Senate. Ms. Rossi shared with Senators where to find updated constituents lists in the Staff Senate group on Microsoft Teams. Ms. Rossi discussed the current Shared Governance Committee nominations. Ms. Rossi will send a Qualtrics survey to Senators listing available vacancies, and she asks that all Senators have the survey completed by August 14<sup>th</sup>, end of day.
- VI. Committee Reports
  - a. Staff Attitude Survey – President Anna Leigh Rossi and Ex-Officio

Mr. Jeremy Martin reviewed the results of the Survey with President Kitts on August 7<sup>th</sup>. As a next step, the Staff Attitude Committee will review the comments and discuss themes from the survey before preparing the survey to share with campus at large. Committee has one vacancy to fill for this term.

- b. Staff Merit – President Anna Leigh Rossi shared that application review is currently in progress, and the committee is scheduled to meet next on August 22<sup>nd</sup> to finalize. Committee also has one vacancy to fill for this term.
- c. Staff Visibility – No report. Committee has five vacancies to fill, including chair position, this term.
- d. Distinguished Staff Employee of the Year – Vice President Bretta Cagle stated there is no report, and the committee will begin meeting again in the Spring. Committee has two vacancies to fill this term.
- e. Staff Affairs – Vice President Bretta Cagle stated the committee plans to discuss a clarification of the Staff Merit Policy in the next meeting. Committee has one vacancy to fill this term.

VII. Unfinished Business – None

VIII. New Business –

- a. Committee Description Document – President Anna Leigh Rossi communicated the Staff Senate Executive Committee's desire to include written descriptions for the Staff Senate Committees in the Staff Senate Bylaws. The Staff Senate Executive Committee plans to develop these descriptions and bring them forward to Staff Senate at an upcoming meeting for approval.
- b. Committee Vacancies –
  - 1. Staff Attitude Survey Committee has one vacancy to fill. Dr. Molly Mathis has volunteered to fill the vacancy.
  - 2. Staff Affairs Committee has one vacancy to fill. Mr. Jeremy Martin has volunteered to fill the vacancy.
  - 3. Distinguished Staff Employee of the Year Committee has two vacancies to fill. Ms. Anna Milwee and Ms. Michele Aycock have volunteered to fill the vacancies.
  - 4. Staff Senate Visibility Committee has five vacancies to fill, including the Committee Chair position. Ms. Megan Simmons has volunteered to fill the Chair position, leaving her current seat on the committee available. Ms. Cala Flippo, Ms. Catherine Martin, Ms. Anna Milwee, Ms. Hope Buckley, and

Ms. Molly Mathis have volunteered to fill the vacancies.

- c. Ms. Michele Aycock asked when new committee changes take effect. President Anna Leigh Rossi indicated they would be in effect starting today, August 8, 2025.
- d. Bylaw Updates – President Anna Leigh Rossi shared that the Staff Senate Executive Committee wants to add subcommittee descriptions and a calendar of general and recurring yearly events (particularly in reference to the committees/subcommittees and timelines for their activities) to the bylaws. Ms. Rossi asked Senators to review the current Bylaws and to contact Vice President Bretta Cagle with any suggested edits, which will be presented at the next meeting.

IX. Discussion

- a. Ms. Michele Aycock mentioned the Shine On Gold Campaign and asked if Senators would be interested in inviting a guest speaker from Advancement to come speak to Staff Senate on the campaign's areas of focus and its current standing. Ms. Michele Aycock suggested asking questions during the meeting, or having Senators send in questions to be answered in-meeting or via email. President Anna Leigh Rossi said she welcomed guest speakers and invited Michele to plan and provide more information.

X. Announcement – President Anna Leigh Rossi announced the next Staff Senate meeting for September 8<sup>th</sup>, 2025 in GUC Rm. 200. Ms. Rossi hopes to have Bylaws ready for Senators to vote on at that time.

XI. Adjournment – President Anna Leigh Rossi adjourned the meeting at 10:23am.

