Minutes  
Wednesday, November 12, 2014  
9:00 AM, Billingsly Boardroom


Member(s) Absent / Excused: Heather Arnold.

Determination of Quorum: Fifteen of Sixteen active members present at the beginning of the meeting, quorum established.

Call to Order: R. Frossard called the meeting to order at 9:00 AM.

Approval of Minutes: P. Hosp made a motion to approve the minutes; M. Epperson seconded the motion. The motion was approved.

Administrative/Special Guest Comments:

Committee Reports: R. Frossard called for Staff Senate committee reports:

1 Communications Committee – S. Smith reported the committee is sending updates after Staff Senate each month.

2 Elections Committee – C. Owens announced the 3rd quarter Southern Service Champ Award Winners were Brenda McDaniel (Academic Affairs), Reed Kneeland (Physical Plant), and Stephanie Workman (Registrar). The Elections Committee also has a new non-Staff Senate member, Tina Tracy from the Registrar's Office.

3 Executive Committee – did not meet.

4 Legislative Oversight Committee – did not meet.

5 Staff Welfare Committee – P. Holder discussed that the Angel Tree is set up in Hearnes Hall outside the President’s Office. All employees will be receiving a postcard with information about Angel Tree. Unwrapped gifts are due by December 3, 2014 and monetary donations are being accepted.
R. Frossard called for campus committee reports:

1 **Administrative Council** – E. Bryant reported that the Title IX reporting changes were discussed as well as the Great Game of Business.

2 **Appreciation Committee** – did not meet.

3 **Diversity Committee** – no representative present.

4 **Faculty Senate** – Wendy McGrane reported that the Faculty Senate and Staff Senate Executive Committees met and will be scheduling a joint President’s Council meeting. The smoking survey was sent out to all employees and 280 employees have responded thus far. Depending on how many employees complete the survey by the deadline there will be a reminder sent and possibly a paper survey made available. The faculty handbook is currently under major revisions.

5 **Financial Stability Committee** – E. Bryant reported that the Great Game of Education was discussed and the committee will be making a trip to Greene County on November 16 to watch their huddle and talk to leadership. If any employee is interested in being part of the Design Team, email Connie Shelton.

6 **Student Senate** – Tyler Hodges reported that Student Senate is doing a t-shirt swap to help the homeless. Bring in an old school shirt and get a student senate t-shirt. The t-shirts that are turned in will be given to Souls Harbor. Student Senate is purchasing nine benches and a picnic table to replace benches around campus that don’t match. The old benches will go to the residence halls to be utilized.

**Old Business:**

1

**New Business:**

1 **Secretary Name Change and Pay Levels** – R. Frossard discussed a memo sent to Staff Senate discussing changing the name of the “Secretary” position to “Administrative Assistant” and proposed pay levels for secretarial positions.
   • After much discussion the proposal to change the name of the “Secretary” position to “Administrative Assistant”. There will be an ad hoc Compensation Committee formed to discuss ways compensation can be increased for all positions when the funds become available.

2 **Tuition Discount/Fee Waivers** – R. Frossard discussed the Tuition Discount/Fee Waivers policy in the employee handbook. Rob Yust sent this to Staff Senate to discuss due to some employees not being able to utilize the policy. For an employee
to utilize this policy for a child, the policy currently requires that the child be a dependent on the employee’s tax return.

- After much discussion the Staff Senate Executive Committee is going to see if President’s Council has decided to make any changes to the policy since the time it was sent to Staff Senate. If not, the Staff Welfare Committee will work on ways to amend the policy to better benefit employees and their children/dependents.

3 MLK Volunteer Opportunities – R. Frossard discussed that Faustina Abrahams sent a list of volunteer opportunities for MLK Day, January 19, 2015.

- After much discussion it was decided to discuss sending volunteer opportunities out to campus possibly have offices set mini goals. See if there are any volunteer opportunities that could incorporate children to accommodate the employees with children. Staff Senate wants to encourage employees to attend the annual MLK Breakfast and to utilize their day off by volunteering within the community on MLK Day.


- After much discussion E. Bryant will contact a member of the Foundation Advisory Board whom teaches how to follow Robert’s Rules of Order to come in and teach Staff Senate how to properly follow them.

Anonymous Comments –

Comments and Announcements/Guest Input –

Adjournment: C. Owens made a motion to adjourn. P. Hosp seconded the motion. The motion was approved and the meeting was adjourned.

Next Meeting: Wednesday, December 10, 2014 in Billingsly Board Room

Respectfully submitted by: Patty Holder