



## STAFF SENATE

March 15, 2018

Student Services Center—Donaldson Auditorium (Room 104)

10:00 a.m. – 11:00 a.m.

### I. Welcome and Introductions

- Richard Harper, President, welcomed Staff Senate members and guests and called the meeting to order at 10:02 a.m.

### II. Review Minutes

- Richard Harper asked for review of the minutes. Dara Goad motioned for approval, and Angie Faller seconded the motion. Motion was approved.

### III. Treasurer's Report

- Mary Worthy's report that there was \$81.12 in the Agency Fund. Maintenance account has \$4750.00. Professional Development Account has \$2,000. Laura McClellan motioned, and Dara Goad seconded. Motion was approved.

### IV. Committee Updates

- Blood Drive – no update
- Communications – no update
- Fundraising – no update
- Governance – update: Elections for the next cycle of senators will happen in April, be sure to spread the word to recruit to new interest for senator positions
- Helping Hands – no update
- Issues and Concerns – Richard Harper, Laura McClellan, and Angie Faller met with the Chancellor and brought concerns forward regarding employee morale and the creation of an employee of the month program (selection, criteria, awards/recognition to be discussed); also discussed the non-classified evaluation process and training needed for supervisors
- Professional Development – no update
- Staff Awards Ceremony – Angie Faller reported, Friday, April 20<sup>th</sup> at 10:00 AM in EIT auditorium, nominations are still needed

## V. Ad Hoc/University Committees

- Campus Beautification - Richard Wolford reported that the committee met, went over some proposals – committee is going to visit the law school and review some concerns that have been presented. Suggestion box is open on the physical plant website.
  - i. Campus Clean-up Day & Earth Day celebration – April 19 – organize some people to volunteer for the committee (Jack Tipshus and Dara Goad volunteered) – (committee meets at Friday at 1 PM)
- University Budget - Laura McClellan reported the committee met on March 2, 2018. Committee worked to design a mission for the group. The committee continues to be more advisory and will not make hard budget decisions – next meeting 3/15/2018 at 2 PM.
- HLC/Accreditation - coming up in 2020. Reviewing accreditation criteria and moving forward with the process, reviewing student complaint policy, and examining policy management system.
- Policy Advisory – no update, next meeting 3-15-18 in the afternoon (meeting was cancelled due to Chancellor’s absence)
- Social Engagement - meeting coming up. (Goal is to increase staff morale and community.)

## VI. Open Forum

- Discussion on Non-classified Performance Evaluations
  - i. As a body, we should make a recommendation regarding what should happen in the process. There needs to be some sort of mandatory training for supervisors
  - ii. Jack Tipshus motioned to have open discussion for 5 minutes regarding specific issues related to performance evaluations (seconded by Heather Reed)
  - iii. Suggestion: utilize training in onboarding of new employees with supervision responsibilities. If staff members are promoted to a supervisory role, they would have training.
  - iv. Consensus – recommend mandatory training. Contact Richard Harper to volunteer to write a statement regarding non-classified performance evaluations.
- “Heart of A Trojan” Campaign – Angie Faller – Staff employee of the month recognition to start this fall semester and collaborate with HR for the selection criteria. Professional development committee will collaborate. (Chancellor likes the ideas, VC Steve McClellan, VC Mark Allen Poisel, and Dr. Charles in HR)
- Reminder: Out of the Darkness Suicide Prevention Staff Senate Walk Team on April 7, 2018
- Volunteering to help prep the Staff Awards Ceremony – Thursday, April 19, 2018 from 10:00-11:00 AM – location TBA.

VII. Adjourn

VIII. Next Meeting—April 20, 2018 (2018 Staff Awards Ceremony)

Staff Senate members in attendance:

- Amber Krum Bartolotta – CEHP
- Angelita Faller – Communications
- Dara Goad – Human Resources
- Heather Reed – CEHP Dean’s office
- Jack Tipshus – ITS
- Janet Davis – Provost office
- Jeremy Laxton - Admissions
- Jessica McKinney – eLearning
- Laura McClellan - Collections/Archives
- Melody Weigel - Bowen School of Law
- Paula Rogers – Children’s International
- Rachel Jones - CSSC
- Rena Burt – COB
- Richard Harper – Dean of Students
- Richard Wolford - CALS
- Rosalie Shahan – MidSOUTH
- Suzanne McAlister – Provost office