

**Staff Senate Minutes
October 20, 2004**

Attendees	X	Michael Albino	<input type="checkbox"/>	Kristi Greier
	X	Keshia Askew	<input type="checkbox"/>	Rhonda Griner
	<input type="checkbox"/>	Paulette Bell	X	Anne Harper
	<input type="checkbox"/>	Mary Jane Blackwell	X	Candy Horch
	X	Peggy Bower	X	Diane Jackson
	<input type="checkbox"/>	Scarlet Brooks	<input type="checkbox"/>	Ann Lee
	X	Matthew Campbell	<input type="checkbox"/>	Crystal Lee
	X	Cathi Curtis	X	Mike Logan
	X	Holly Denenny	X	Phyllis Hollins
	X	Mattie Draper	X	Marilyn Ratliff
	X	Marcie Eppling	X	Linda Stanley
	<input type="checkbox"/>	Vicki Fowlkes	<input type="checkbox"/>	Jan Williamson
	<input type="checkbox"/>	Diane Gibbs		

Proxies:

Peggy Bower for Crystal Lee, Paulette Bell, and Scarlet Brooks

The meeting was called to order by Peggy Bower at 11:05 a.m.

Minutes of last meeting:

A motion to approve the minutes of the September 15, 2004, meeting was made by Cathi Curtis and seconded by Candy Horch.

Old Business:

Peggy provided the following updates from previous issues:

- We still don't have the final decision regarding the holiday schedule for 2006-07. The results of our poll were presented to the Administration, and Dr. Franz will have to sign off on the final decision. It might be good for Peggy or the Employee Benefits Committee to prepare a formal resolution from the Staff Senate to bring before the Administration.
- Regarding the Sick Leave Banking Policy—Mark Richard is expecting to get the final word from the negotiator and the consultant this week so that a decision can be made.
- Cathi Curtis asked about the progress of our conducting campus tours for new employees. Peggy indicated that the only thing holding this up is finding people willing to take the time to do this. Peggy will discuss with Jan Williamson the need to work out a schedule to coincide with employee orientation and allow staff to sign up on the days they would be available.

Committee Reports:

By-laws	None
Communications	None
Election	None
Employee Benefits	See above.
Employee Development	None
Government Relations	None
Policies & Procedures	None

New Business:

Annual Staff Christmas Party—Peggy provided the following input regarding the possible date, time and place:

- Week of December 6-10—(last week of classes) NCRH All-Purpose Room is booked on the 10th but is available any other day that week, although parking may be difficult that week.
- Week of December 13-17—(exam week) NCRH is available anytime that week, and parking may be somewhat easier.
- Union Grove Gallery is available anytime either week.
- The preschool children's naptime is 12:30-1:00, but they really want to come and are willing to forego their naps if need be.

Linda Stanley mentioned that the NCRH room is a desirable place, since it will already be decorated and set up will be minimal.

After further discussion, Cathi Curtis moved that the party be held in the NCRH All-Purpose Room on Thursday, December 9, from 11:00—1:30. Candy Horch seconded the motion, and the motion was unanimously approved. Peggy passed around sign-up sheets for the various food categories as well as set up and clean up. Matthew Campbell will put the sign-up sheet on the Staff Senate website, so we can also go there to sign up. Paper products, drinks and ice will be purchased with Staff Senate funds.

Other Business:

- Peggy reviewed the following items from the September 28, 2004, meeting of the Administrative Council:
 - There was a presentation from United Way. The campaign should be winding down as the forms and money, etc., are due to Glenda Motes by Monday, October 25.
 - Dean Raines gave an update on the activities for SACS accreditation.
 - Mike Finnegan reported that he would be giving a presentation to the Board regarding the Campus Master Plan. Once approved by the Board, it will be presented to the campus community as well as to the city.
 - Don Halverstadt talked about providing wireless capabilities for students in the commons areas of six campus buildings (ADSC, NUR, ENGR, MH, MDH, UC).

- Holly Denenny asked about the purpose and effectiveness of the Staff Senate. Peggy indicated that she understood what Holly was asking and stated that she had asked some of the same questions before agreeing to be president, and that this was the reason she took the time at the beginning to formulate and publish goals and objectives for the various committees. She feels that we can make a difference on campus if we work at it. For example the Sick Leave Banking policy will have a very positive effect once approved.

Holly also stated that we are not always given reasons why our requests are not acted upon and wondered if we should explore other avenues to express our ideas and concerns. Peggy said that she is making an effort to bring back information on the decisions that are made and why. Phyllis Hollins indicated that Human Resources values the concerns and feedback from the Staff Senate since employees sometimes hesitate to go directly to them. Linda Stanley stated that she feels that hearing from representatives of various campus areas fosters better understanding and cooperation, as well as knowledge of how to get things done.

Announcements:

- Holly Denenny announced that Mom's is now open in the UC after having passed the Health Department inspection. Two areas will be featured: "Freshens Frozen Treats" opens at 10:00 a.m. and will have smoothies, milkshakes, etc., and "Jazzmans Cafe" opens at 7:30 a.m. and will feature coffee, muffins, breakfast sandwiches, pre-prepared sandwiches and salads. The Grand Opening will be Thursday, October 21, at 10:00 a.m., and free samples will be offered. Payment will be by cash or Charger Card.
- Officer Michael Albino from Campus Security reported that several purses and wallets have been stolen recently from campus offices. He was asked to make a presentation at our next Staff Senate meeting regarding common sense ways to avoid theft, what to look for, etc., and also procedures for handling campus emergencies. Senators should feel free to invite other staff who may be interested. Holly said that he made a similar presentation recently to the UC staff, and it was very helpful.

Holly Denny moved that the meeting adjourn. Meeting was adjourned at 11:44 a.m.

Next meeting: November 17 in UC 127 at 11:00 a.m.