# Unapproved Minutes

Meeting Date:  April 2, 2015

Presiding Officer: Scott Fiedler

Welcome new employees in attendance today!

## Actions of Meeting

### Roll Call

* Members in Attendance:  Scott Fiedler; Christina Bowles; Andrea Weber; Rob Moore; Ryan Wilson; Kelly Bridges; Sharon Lopinot; David Falls; Charles Schoneboom; Addie Douglas; Karen Willde; Tara Benson; Kami Gollhofer; Brenda Stewart; Paul Essel; Allison Overmyer.
* Proxy Members in Attendance:
* Members Absent (Excused):  Catherine Beck; Janelle Melton; Brian Edmond; Yvette Medley; Peng Zhang; Sandra Johnson.
* Members Absent (Unexcused):  Ian Alaimo; Andrew Garton; Gary Stafford.
* Guests in Attendance:  Mandi Muse; M. Woolsey; Lynette Walker; Traci Brown

### Call to Order

* Staff Senate had quorum
* Meeting called to order at 11:03 AM by Chair, Scott

### Approval of Agenda

* Agenda was emailed prior to meeting
* Motion to approve agenda with no changes; Addie
  + Second; Allison
* Agenda approved unanimously

### Approval of Minutes

* Motion to approve minutes; tabled until next meeting
  + Unanimous

#### Chair Report

* Staff Salary Incentive vs. Merit Pay
  + Committee not meeting/waiting for budget to come out
  + Met with Executive Budget committee -- S.S. ideas is in line with EBC
    - Across the board raises as well as a pool for merit pay
  + Merit based system is in place it just has not been funded -- instead of a new plan
    - EBC will meet again this month and we should know more later
* Freecycle Program -- Brenda given the floor
  + Waste of money for having to scrap old or unused supplies -- is there a way to share information about available supplies (message board)
  + Feedback on such a program
  + Will be a meeting scheduled to determine where such a page would be housed (i.e. property control?)
  + Brenda should submit it to My Ideas Committee
  + Staff Senate could support as a concept though not implement it
  + Would need to review property exchange policies and internal audit.

### Chair Elect Report

### Staff Handbook Committee -- No report (not met yet to discuss chapter 8)

* Staff Satisfaction Survey -- Met with Psychology department and Ed Choate to discuss the survey.
  + Michelle presented rough draft of the survey
* Administrative Professionals Luncheon -- April 22nd

### Past Chair Report

* Faculty Senate Parliamentarian passed away recently -- Do we want to send a condolence card?
  + Andrea will take care of this.
* Ed Choate reported on new fee waiver program.

### Secretary/Treasurer Report

* Operating budget (A account)
  + FY 15 Balance is $966.96
* B account – Balance is $2,174.83
  + Pending Denim Days donation of $1,928.94
* Petty cash on hand is $125
* Call for nominations:
  + We have several Senators with expiring terms. Nominations will be made online/email to Chair and Secretary-Treasurer.
  + Nominations being accepted for Secretary-Treasurer and Chair-Elect

### Director of Staff Relations

* Public Affairs Comm -- met on March 16
  + Street clean up today is cancelled -- Next will be May 14 (Thursday of Finals week) -- sign-up sheet here. Lunch at Imos afterward. Meeting at Burger King lot on Cherry and National. Let Christina know if you will be there so she can have the supplies
  + Convoy of Hope -- Date change for April 14. Rescheduled for Tuesday April, 21st. Sign up with Christina. 6-8 pm. Let christina know ahead of time so no one gets turned away.
  + Bringing AIDs Quilt to campus next year to try and tie it into next year's theme.
    - Maryann has offered to assist with the program.
* Admin Prof Forum
  + Next forum May 27 11:30-1:30 (brown bag) HR will present over HR systems. Cover electronic systems My Learning Connections, online hiring system, benefits portal.
* Scholarship Committee
  + Shirts
* Sustainability Commission -- Solar Panel project -- updates forthwith.

### Announcements

* Public Affairs Conference will be here soon – Staff members should be allowed approximately 2 hours to attend. Check with your supervisors.

### Old Business

* None

**New Business**

* None

**Open Discussion**

* None

### Adjournment

* Motion to adjourn by Sharon
  + Second by Kami
* Unanimously Passed
* Meeting was adjourned at 11:40 by Chair, Scott Fiedler