Meeting Date:  July 9, 2015

Presiding Officer: Christina Bowles

**Welcome new employees in attendance today!**

## Actions of Meeting

### Roll Call

* Members in Attendance:  Christina Bowles; Ryan Wilson; Rob Moore; Gary Stafford; Scott Fiedler; Kelly Bridges; Shelly Deckard; Sharon Lopinot; Janelle Melton; Addie Douglas; Brian Edmond; Barbara Jones; Peng Zhang; Paul Essel; Sandra Johnson; Phillip Bridges.
* Members Absent (Excused):   David Falls; Charles Schoneboom; Ian Alaimo; Kami Gollhofer; Brenda Stewart; Andrew Garton.
* Members Absent (Unexcused):  Karen Willde
* Proxy: Tara Benson/Laura Whitmire
* Guests in Attendance: Xiao’ou Gong; Ryan Reed; Laura Whitmire (Proxy)

### Call to Order

* Staff Senate had quorum
* Meeting called to order at 11:08 AM by Christina

### Approval of Agenda

* Agenda was emailed prior to meeting
* Motion to approve agenda with addition for Past-Chair; Sharon
	+ Second; Addie
* Agenda approved unanimously

### Approval of Minutes

* Motion to approve minutes with adding Brian to those in attendance; Kelly
	+ Second; Brian
* Minutes approved unanimously

#### Chair Report

* Board of Governor’s Meeting – Reported to board as new Chair. No other report.
	+ Next meeting will be in Fair Grove toward end of July.
* Presentation on Staff Senate
* Ice-breaker activity

### Chair-Elect Report

* Bylaws Workgroup – Looking for discrepancies and will be making recommendations.
* President’s taskforce on leave policy – Reviewing and proposing recommendations.
* Calendar invites for this year’s meetings.

### Past-Chair Report

* Salary Incentive Committee – Suspended meetings in late spring due to timing and deadlines. University used President’s proposal for merit increases.
	+ Across the board raises – 1.8%
	+ For Staff – Minimum salaries for job families were raised for 59 staff to meet new salary floor.
	+ Discretionary Increases – 300 staff members received discretionary increases (merit increases) through cost center heads.

### Secretary/Treasurer Report

* Operating budget (A account) – Balance is $2,200
* B account – Balance is $245.89
* Petty cash on hand is $125
* Scholarship Fund – Balance is $6,834.97

### Director of Staff Relations

* Staff Relations Committee:
	+ Organ donation leave update; Personal Leave update.
* Staff Activities
	+ BearFest Village next year
		- Proposal: Staff Senate will spend no more than $500 on BearFest Village participation during Family Day on Saturday, September 12 (Janelle; Scott Second). Voted and approved unanimously.
	+ Discussion on purchasing 2 tables at auction event ($500 per table); tables seat 10 individuals with tickets normally costing $50.
		- Will prepare a formal proposal for the event and present at the August meeting.
* Administrative Professionals Forum
	+ Will plan on hosting 1 forum in the fall; looking at either the Registrar’s Office or focus on updates to campus (i.e. buildings, constructions, etc.).
	+ Spring Forum: possibly a forum on sexual harassment and assault with the University’s new Title IX Coordinator.

### Announcements

* None

### Old Business

* Collecting funds for Kirk Whittington

**New Business**

* Leave policy and benefits
* Bear Crew – Contact Residence Life
* New Student Convocation – JQH Arena; August 16th from 2:00pm – 3:00pm

### Adjournment

* Motion to adjourn by Brian
	+ Second by Addie
* Unanimously Passed
* Meeting was adjourned at 1:00 by Christina