

UNA Staff Senate

April 8, 2024

10:00 AM GUC 200

I. Call to Order-President Brian Ford began the meeting at 10:00am

II. Roll Call P22501. Members present and comprising a quorum were: Ms. Jacinta Mastin, Ms. Debbie Williams, Ms. Amanda Willingham, Ms. Janet Jones, Ms. Erin Wittscheck, Ms. Mary Harber, Ms. Lindsey Goode, Ms. Joy Kelly, Dr. Kathleen Richards, Mr. Brian Ford, Ms. Salena Denton, Ms. LaNita Crews, Mr. Jarrod Russell, Ms. Kari-Kay Cassady, Ms. Marissa Gatlin, Mr. Mickey Price, Ms. Hollon McCullar, Ms. Megan Simmons, Ms. Michelle Aycock, and Mr. Jeremy Martin. Ms. Rebecca Bush was proxy for Ms. Anna Leigh Rossi and Mr. Samuel Votaw was proxy for Mr. Jeremy Woods. Ms. Sara Beth Humphres was absent with no proxies.

**Dr. Molly Mathis, Director of Institutional Research (IR); was introduced and talked with Staff Senate about the upcoming staff attitude survey. Dr. Mathis provided a history of how the survey has been administered. If Qualtrics were to administer the survey it would cost \$13, 000. Dr. Molly Mathis and IR can administer the survey again because there is no longer a conflict of interest with the survey being administered in the Provost's Office. Dr. Mathis provided more details on how IR can effectively administer and gather results.

III. Approval of Agenda-Mr. Jeremy Martin made a motion to approve the agenda. Ms. Michelle Aycock seconded, and the motion carried.
Provost Search Committee -

Thank you to any staff members who participated in the on-campus interviews or attended the open forums for each of our candidates for the Provost search. I think we had some great candidates on campus, and I look forward to seeing who President Kitts selects as our next Provost. Generative AI Task Force - The committee met the week after Spring Break and are continuing to work on developing guidelines for the use of Generative AI. The goal is to have guidelines developed by May. Kari-Kay attended a webinar last week that was hosted by UAB and plans on reaching out to a colleague in HR from UAB to see if we could have access to their policy/guidelines for employees so we (UNA) can adapt that information for our purposes.

Special thanks to the Staff Affairs Committee for their work related to HyFlex. They are working on providing additional guidance/information to send to Catherine White. The committee will meet this upcoming Wednesday. Look forward to seeing everyone at our Spring event in May!

VI. Committee Reports

- a. Staff Attitude Survey-President Brian Ford; survey will be sent out this week. Once results are gathered and approved by the Staff Senate, information will be shared with President Kitts and the Board of Trustees.
- b. Staff Merit-President Brian Ford said that there are no updates at this time.
- c. Staff Visibility-Ms. Michelle Aycock stated that the event is set for May 14th from 1-2 pm; Chubby Hubby is booked. The flyer is forthcoming, and the event will be published in the digest.
- d. Distinguished Staff Employee of the Year-Vice President Jeremy Martin stated that awards will be given at the upcoming Gala.
- e. Staff Affairs-Mr. Jeremy Martin stated the committee will meet this upcoming Wednesday to discuss HyFlex and will share with the body when suggestions being made are finalized.

VII. Unfinished Business- None at this time.

VIII. New Business –

- Discussed vacancies on shared governance committees; provided a list of staff who currently serve on committees. Names that are highlighted are staff that are wanting to staff in their role. Names without highlight are open positions. It was asked that senators make constituents aware of the openings and a motion was made to table voting until all nominations are gathered. Mr. Brian Ford made a motion, and Ms. Debbie Williams seconded.
- 2024-2025 Staff Senate Vice President Position is open, and a call for nominations was made. At this time, Ms. Megan Simmons expressed interest. In addition, the 2024-2025 Staff Senate Secretary position needs nominations. No nominations at this time. Voting for both positions will be held in May.

IX. Announcement- Dean Minette Ellis will be attending the May meeting to discuss SB129 and address any concerns.

X. Adjournment-Ms. Kari-Kay Cassady made a motion to adjourn, and Ms. Lindsey Goode seconded. The meeting was adjourned at 10:21am.

