



# STAFF SENATE

## ATHENS STATE UNIVERSITY

### Staff Senate Meeting

July 19, 2024 10:00am

McCandless Hall- Griffin Auditorium & Zoom

**Present:** Pam Bridges, Carolyn Carthen-zoom, Diego Chulan-proxy Christen Lott, Kathryn Doaty, Ben Dumas-zoom, Kim Dunnavant, Donna Holland-proxy Barbara Ferguson, Beth Jenkins, Amber Martinez (PO), Elaine McGill-proxy Victoria Mould, Whitney Michael (secretary), Valerie Sellers-proxy Rebecca Turner, Amber Skantz

#### **Absent:**

1. **Order-** Meeting called to order by Amber Martinez.
2. **Minutes-** Minutes for both May and June meetings were approved. Motion to accept from Kim D. Second from Amber S.
3. **Old Business**
  - a. Review of 1<sup>st</sup> Professional Development Workshop, discuss next options-Whitney Michael
  - b. Staff of the Month Award Ideas-Amber M.
  - c. Convocation updates-Amber M.
  - d. Summer Olympics update-Amber M. for Trish D.
  - e. Convocation Planning Committee-Amber M.
4. **New Business**
  - a. Dr. Wehlburg Secondary Employment Updates Announcement
    - Policy changes are being made and the form is being updated to reflect those changes.
    - The changes are to help distinguish other types of employment-that benefit the university or not focused/in-line with the university.
    - Guidelines for when conflicts of commitment or interests arise from other employment.
    - Full-time employees complete the form each year in August-even those that will report no other employment.
    - Administration will review to see if any secondary employment is a conflict or hindrance to Athens State.
    - In draft form, but once approved, a town hall will be held to further explain the new policy and allow for questions.
    - The form will have to be submitted before accepting any secondary employment.
  - b. Mike McCoy Gym Updates
    - A temporary gym has been designated in Carter Gym room 208 or 209-upstairs past the Sports Museum, last door on the right.
    - As of right now, there will be 2 treadmills already in possession, 2 ellipticals being order through a vendor, weights and bands ordered.

- Gym set up will be ready early Fall depending on the equipment delivery.
  - Walking trail updates, markers ordered for designated trail.
  - New baskets and pads for the disk golf course with new layout and signage.
  - Good ideas and further planning for more space, weights, and equipment are in the works.
- c. Amber Martinez Vote on New Guidelines for John Booty Award
- Amber S. provide a draft of options for changes (attached).
  - Amber M. called for a vote on whether to vote on the changes today or send to all staff. Majority for today.
  - Amber M. called for a vote on Option 1, Option 2, or leave as-is. Majority for Option 1.
- d. Amber Skantz Changes to Bylaws and Constitution
- The constitution and bylaws will be separated out.
  - The John Booty Award will “live” in the Staff Senate Constitution and Bylaws.
  - The committee has created standing committees that will become part of the bylaws and in place by August.
- e. Amber Martinez Convocation
- Convocation is August 16<sup>th</sup> with lunch and a speaker on Student Success.
  - All Staff will dismiss for a Staff photo while the Office Olympics presentation is set up.
  - Office Olympics presentation and awards will be held during the Staff portion of convocation with Dr. Wehlburg announcing the winners.
- f. Trish Dilullo Office Olympics
- 14 events with possibly 1-2 more
  - Held August 1-15 on Thursdays and Fridays
  - Chuck and Angie are offering a \$150 value couples’ dinner that includes 5 courses at the winner’s home or at Café 1822 for 1 winner of a drawing from every 1<sup>st</sup> place winner.
  - Pool Noodle Golf will be set up from 9am-3pm daily. Play against each other (6 max at a time) and turn score cards in to Maria Garner.
  - POC-Coordinators of events can be contacted for any questions or details needed.

## 5. Concerns/Announcements

- i. Amber M. has an army speaker who focuses on resilience or trauma in the pipeline as a paid speaker for Professional Development.
- ii. My.athens.edu for employees after retirement has been reenacted for staff emeritus. Still asking for all retired staff having the option of the email address, not just emeritus. IT will still have to see how it can be supported.

**Meeting Adjourned-** Motion to adjourn by Kim D. Second by Beth J. Meeting adjourned at 10:48. Minutes recorded by Whitney Michael.

## Current Language (2024)

### John “Booty” Murray Award for Outstanding Staff Member of the Year

The Staff Senate is now accepting nominations for the “**John ‘Booty’ Murray Outstanding Staff Member**” award. Staff nominees should be those co-workers who you feel perform an exemplary job and represent Athens State University at incomparable levels.

The “Outstanding Staff Member” will receive a check for \$100.00, have his or her name engraved onto the University’s “Outstanding Staff Member” plaque, and receive a personal plaque recognizing the award.

#### **Criteria:**

The nominations should meet the following eligibility requirements and format:

- Nominee must be a full-time employee with “Staff” classification at Athens State University.
- Nominee must be non-probationary, having been employed at the University for at least two (2) years.
- Nominee must not have received the award within the past five (5) years.
- Nominee must not be a current member of the Staff Senate.
- Nominations should be approximately fifty (50) words that describe the candidate’s exemplary traits (such as loyalty, accuracy, dependability, punctuality, etc.) and extracurricular activities and service to Athens State University beyond their job description. Please follow this format – simply submitting a candidate’s name will not be sufficient to constitute a nomination.

#### **Winners of the Past Five Years:**

- **Gina Lovett (2023)**
- **Jesse Hudgins (2022)**
- **Teresa Suit (2021)**
- **Tracy Hicks (2020)**
- **Penny Roberts (2019)**

## Option 1

### John 'Booty' Murray Outstanding Staff Member of the Year Award

The Staff Senate awards the John 'Booty' Murray Outstanding Staff Member of the Year award. The Outstanding Staff Member of the Year Award was renamed in 2008, at the suggestion of then Staff Senate President and Basketball Coach Larry Keenum, as a way to honor longtime Athens College employee John 'Booty' Murray after Murray's passing. This award seeks to recognize members of the Athens State Staff who routinely go above and beyond in performance of their job duties.

Staff nominees should be those co-workers who you feel perform an exemplary job and represent Athens State University at incomparable levels. Nominations should be approximately fifty (50) words that describe the candidate's exemplary traits (such as loyalty, accuracy, dependability, punctuality, etc.) and extracurricular activities and service to Athens State University beyond their job description.

Please follow this format – simply submitting a candidate's name will not be sufficient to constitute a nomination. Nominations may be emailed or delivered to any of the Staff Senate members or collected via an electronic survey tool.

#### Criteria

**-Nominee must hold Athens State 'staff' classification (Faculty, Administrators, and Student Workers are not eligible).**

**-Nominee must have completed a minimum of two calendar years of employment with Athens State University as of April 1 in the voting year.**

**-Staff members working at Athens State through a third party or external hiring agency are not eligible at this time.**

**-Individuals may win only once within a five-year period.**

**-Athens State Staff senators are not eligible for nomination while serving as senators.**

The winner of the Outstanding Staff Member Award will receive a check for \$100.00, have his or her name engraved onto the University's "Outstanding Staff Member" plaque, and receive a personal plaque recognizing the award.

The past five winners of this award include:

- **Gina Lovett (2023)**
- **Jesse Hudgins (2022)**
- **Teresa Suit (2021)**
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## Option 2

### John 'Booty' Murray Outstanding Staff Member of the Year Award

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