STAFF SENATE MINUTES
April 17, 2014

The Staff Senate General Meeting was called to order by the President Kara Hall at 9:09 a.m. in Hurlburt Hall 249/250

Senators and Alternates Present: Marie Testerman, Kara Hall, Tabitha Greear, Benny Skeens and Norma Whitlow

Advisors/Liaisons Present: Larry Ashby

Senators Excused:

Number of other attendees: 39– List to be made available upon request.

Staff Senate President Ms. Kara Hall called the meeting to order.

A quorum was present.

The April 17th agenda was approved.

Minutes from March 20th were approved.

Reports from Standing Committees:
  b. Elections and Nominations – Kara Hall – Announced she will be sending out an email about the upcoming election
  c. Communications – No report.
  d. Staff and Community Relations
     i. Scholarship – No report.
     ii. VGEA – No report.
     iii. Spirit Committee – No report.

Reports from University-Wide Committees:
  a. Diversity & Equity Action – No report.
  b. Intercollegiate Athletics – No report.
  c. Parking and Traffic – Kara mentioned from last meeting the following:
     - suggested removing some of the meters from Dalton
     - possible increase in citations to $30.00
     - carpooling suggested again since it could free up more spaces
     Benny discussed that it may affect the Post Office and the spaces may be required since it is federal. Also, issue of off campus students parking in visitor which uses up temporary parking.
     Tabitha added they do maintain a log and Enterprise Rental cars also take up spaces.
  d. Budget and Planning – No report.
  e. University Executive – No report.
  f. Dining Services Advisory Committee – No report.
  g. Bookstore Advisory Committee – No report.
Kara Hall introduced our guest speaking Ms. Christina Brogdon, Executive Director and Chief Human Resource Officer.

Ms. Brogdon was invited to speak due questions brought last meeting due to several staff having issues with reporting to work during snow storms and physical labor associated with it. The meaning of “Essential” personnel came into play since this is the group affected. Ms. Brogdon reported the following:

-RU- HR website- Authorized closing- Even if the Governor declares a State of Emergency- Applies to citizens not to Essential personnel. Essential personnel still have to report to work.

-If they don’t report they can be disciplined such as Group 1 or 2 letter on file/record of discussion. Group 3 could be termination if a habitual offender. (More information found on DHRM website)

-Ms. Brogdon addressed continuous shoveling for 8 hours and suggested use other equipment other than shovel. Also, if working 8 hours without breaks they are entitled. She encouraged them to file a grievance.
-If there are medical issues they have to be documented directly with HR. (ADA accommodations)

-Pam Lucas would send form to Doctor to complete for documentation purposes.
-Concern of losing job; depend on restrictions and meeting essential duties. Example: Lifting 50lbs. –Temporary injury-paperwork would have to be submitted to HR, not to direct supervisor or communicating it with the supervisor because they do not know how to calculate the restrictions.

Ms. Brogdon opened the floor for discussion:

Housekeeping asked several questions:

At what point are supervisors harassing to employees? “Nit-picking”

-Christina stated that if race, gender, age, religion are within protected class.

Card swipe saving time they come in and being accused of being late…

-All supervisors have the right to record lates and can require a note from the Doctor. However, if you aren’t and they accuse you then contact HR.
Also, restrictions to absences may depend on Department- including docking pay if note not provided by Doctor an implications for other co-workers.
-Christine shared that when requesting time-off you don’t have to tell your supervisor why you need the time off.

What about difference in duties men vs. women? Such as cleaning toilets; occasionally get treated differently.

-This would be considered gender discrimination under Title 7.

David Lewis from Housekeeping mentioned the use of Inspections Sheets used to report cleanliness and used to base evaluations. They are expected to sign these. He just wants everyone to be fair and know communicating here will help rather than nothing happening.

It was mentioned that Housekeeping has at least 10 openings with large turnover rate. Also, cleaning products used in dorms appear to make things clean but do not.

-Christine plans to check into the evaluation process for Housekeepers as well as the straight days they are required to work in June. She also mentioned that they have a new HR position specifically to handle Employee Relations. This person will assist employees with any issues they may have.

Old Business: Staff Picnic will be Wednesday, May 14th.


Human Resource Issues: No report.

Comments & Announcements:

The meeting was adjourned at 11:36 a.m.

The next meeting is scheduled for Thursday, May 15, 2014 at 9:00 am in Hurlburt Hall 249/250.

/s/ Norma Whitlow, Recording Secretary
Minutes pending approval at September meeting.