



STAFF SENATE MINUTES

MINUTES

OCTOBER 21, 2015

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

ATTENDEES	Jarrold Breithaupt, Arely Castillo, Kelli Cole, Kristi Davis, Michael Davis, Katie Dawson, Jason Dunavant, Richard Duran, Chance Eppinette, Amy Estes, Sabrina McClain, Mary Schmeer
ABSENT (EXCUSED)	Russell Hollis, Treina Landrum, Meghan Mazza
VISITORS	Dr. Stephen Richters – Executive Vice President, Therese Filhiol

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on October 21, 2015 in the University Library, Room 622 and called to order at 10:03am by Kelli Cole, President. A quorum was present.
MINUTES	<p>Minutes of the September 2015 meeting were reviewed by the committee.</p> <p>Senator Dunavant moved to approve the minutes; seconded by Senator Duran. Motion passed.</p>

DISCUSSIONS	<ul style="list-style-type: none"> ❖ Roll Call ❖ Guest Speaker: Dr. Stephen Richters, Executive Vice President <ul style="list-style-type: none"> Dr. Richters spoke on the following issues: <ul style="list-style-type: none"> ○ Lack of places to eat on campus during breaks - Dr. Richters agreed that this is a significant issue on campus (especially with the parking issues). He noted that more students are staying on campus during breaks to study. Dr. Richters will meet with Mr. Robert Hoag, Director of Dining Services, to discuss having at least one place opened during the break. The Senate made suggestions such as a mini extension of Schultze or perhaps doing something on the first floor of the Nursing building. Dr. Richters stated that doing something on the first floor of the Nursing building is not an option. ○ Timeclocks – The University will go forth with implementing the timeclocks. They are still working out a few issues. Issues include:
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1. How people's work weeks are allocated - The timeclocks are meant to respect the 40 hour week.
2. The mixed work environments between staff and faculty – Faculty come and go throughout the day.
3. In order for the timeclocks to work, employees must adhere to the 40 hour work week. People who work over 40 hours should be compensated, but we have to adhere to government guidelines. If employees are already working over 40 hours, they will not have time to take compensatory time.
4. The administration also has to ensure the implementation of the timeclocks won't cause a burden to the supervisors. Financial Aid has been experimenting with the timeclocks and has experienced administrative issues.

The timeclocks are being implemented because there has been a lot of abuse with work schedules with employees coming late, leaving early, and taking long breaks. The Computing Center has been successful in implementing the timeclocks with employees who work flex hours. When the timeclocks are fully implemented, the administration will make sure that there are enough units installed to meet the demand of the employees. Exempt employees will not have to use the timeclocks. The long-term goal of the timeclocks is so that they can feed into electronic timesheets. An informational email will be sent out closer to the target implementation date of March 1, 2016.

- Sandel Hall Renovations – The main purpose of the Sandel renovations is to make a one stop shop for students. The renovations are progressing and the building is set to be released in January 2016. It will take approximately one month to deliver all of the furniture, but Dr. Richters is hoping that offices can be relocated in stages as the furniture is delivered. Parking will still be an issue. The demolition of Garrett Hall (turning that area into green space) is on the agenda.
 - ✓ The newly renovated Sandel Hall will be composed of the following offices:
 - 1st Floor will include a kiosk for information, a video wall, multimedia rooms for those waiting to go on tours, and the Office of Recruitment and Admissions, Scholarships, Hawkseekers, and Career Connections.
 - 2nd Floor – International Student Office, Small Business Development Center, multi-media video room, conference rooms, Registrar's Office, Ace's Place, ImageNow, Graduate School, and a

graduate student lounge.

- 3rd Floor – Office of the Executive Vice President, Office of Public Information, University Planning and Analysis, a state of the art radio station (KEDM/KXUL), Auxiliary Enterprises, Trio program, Tumor Registry, and a new BIOL lab.
- ✓ The bookstore will change its contract from Neebo to Barnes and Noble. Barnes and Noble brought in architects and a team of professionals to change the layout of the bookstore and to bring in fresh ideas. The bookstore will be relocated to the 1st floor of Sandel Hall once the renovations are complete. The transition to Barnes and Noble will be complete March 1st.
- ✓ One of our alumni has been hired to help with the interior decorating of Sandel.
- Office 365 – Office 365 will provide a better backup than Zimbra. The plan was to transition the student population to Office 365 in October, but the students expressed concerns with portions of Moodle not migrating. The IT department and Dr. Richters' office have already migrated to Office 365. One issue is that shared calendars will not migrate. This will have to be done manually. Spock network drivers will be kept for now.
- Voice Over IP – Sometime this semester or early next semester, we will implement voice over IP. Computers will be able to be used as phones and phone messages can be accessed through email. This will be a long-term cost saving initiative. Voice over IP services will be contracted through AT&T. The Computing Center will be hiring a project manager to help oversee projects such as this.
- Questions/Suggestions: Aramark should lower their prices.

Anytime, you have an issue or concern, please let Dr. Richters know so that it can be addressed by the appropriate person.

- ❖ Approval of September 2015 meeting minutes
Corrections: There were no corrections.

- ❖ Committee Reports

- Staff Welfare Committee – Emails have been sent between the committee. They have some issues that they will be discussing with the Senator Landrum.
- Communications – Thank you to Senator McClain for assisting President Cole in preparing the email that was sent to all staff regarding the Staff Senate meetings. Emails will be sent each month regarding the meetings.
- Elections – No report.
- Constitution and Bylaws – No report.

**OLD
BUSINESS**

**NEW
BUSINESS**

- ❖ Louisiana gubernatorial election update
 - A letter has been sent to each of the candidates inviting them to visit ULM in the case of a run-off. The proposed date for the debate will be either November 10, 11, or 12 from 7-8pm. President Cole and others are hoping that the event will be held on the November 11 because LPB is having a debate on November 10. Jay Dardenne is available any of the proposed dates and John Edwards is only available on November 11th. Other bodies on campus are willing to assist the Staff Senate with the event. November 11th is also Veteran's Day. The committee that is working on the event is hoping that LPB will allow us to use their video equipment. The event will be open to the public (but no questions will be asked from the audience), and will be cancelled if one of the candidates demands that it be a closed event. The Staff Senate was asked for their views on having only one candidate attend the event if the other candidate had demands that could not be met. One of the Senators felt that it may show favoritism on ULM's part if we only had one candidate visits. President Cole and other representatives from campus have met to discuss the event, but no final decisions will be made until after the election on Saturday. Sue Nicholson from the Monroe Chamber of Commerce is willing to help us write questions to be asked of the candidates. It is not known at this time if the candidates will be given the questions prior to the event.

- ❖ Decide on menu for the two meals provided for Staff Senate
 - The President's Office has agreed to purchase either breakfast or lunch once per semester for the Staff Senate. The Senate chose to have lunch on November 19th. The Spring semester breakfast or lunch will be on May 18th.

- ❖ Open floor discussion
 - United Way Campaign – The campaign has already started on campus. The campaign co-coordinators are President Cole and Dr. Melissa Melancon. There will be a kick-off to the campaign on October 22 in the quad at 3:30. The kick-off will include Dr. Ronald Berry, Dean of the College of Business and Social Sciences and Chairman of the Board for United Way of Northeast Louisiana, a combined step-show consisting all of the African American Fraternities and Sororities, and a performance by the ULM Cheerleaders.
 - ULM has hired a new HR Director, Melissa Ducote.

- ❖ Guest speaker for November 19, 2015 will be Dr. Pani, VP for Academic Affairs

Next Regular Meeting November , 2015 at 10:00am

CONCLUSIONS

There being no further business Senator Dunavant made a motion to adjourn; Senator Eppinette seconded. Motion passed. The meeting adjourned at 11:19 a.m.