



STAFF SENATE MINUTES

MINUTES

OCTOBER 8, 2014 9:00 AM

UNIVERSITY LIBRARY, ROOM 622

ATTENDEES	Jarrold Breithaupt, Kelli Cole, Michael Davis, Jason Dunavant, Richard Duran, Amy Estes, Russell Hollis, Shelley Johnston, Meghan Mazza, Kyle O’Neal, Cyndy Robertson, Whitney Sutherland, Lindsey Wilkerson
ABSENT (EXCUSED)	Kristi Davis, Seth Hall
ABSENT	Patricia Pate

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on Oct. 8, 2014 in the University Library Room 622 and called to order at 9:03 am by Michael Davis, Staff Senate (SS) President. A quorum was present.
MINUTES	Minutes of the previous meeting held Sept. 10, 2014 were reviewed by the committee. Whitney Sutherland moved to approve the minutes; seconded by Shelley Johnston. Motion passed.
DISCUSSIONS	<p>Staff Senate President’s Report: Special Guest: Dr. Pani</p> <ul style="list-style-type: none"> - Reorganization is going well, Deans are leading effectively. Looking at this year compared to last year, we have about a \$2 million in savings with staff changes. We were able to create new things and added some new positions. We beefed up support staff within eULM. Added people in registrars (1), advisors (4), financial aid (2), eULM office (2), programmers (2), and LMS (1). We added \$1.8 million in new positions, which occurred due to reorganization. - New eyes in different areas have discovered new things that could be done differently. Change the complacency that existed. It is a good thing that the Dean’s are really evaluating their academic areas. New things like digital library, eULM, masters in nursing, and others being reviewed to be taken to the state for approval. - Taking away administrative assistants caused some issues, but we have done more with less. Getting people in right places has fixed some of the issues that arose. Pleased with the way it has gone. Deans, faculty members, and staff made it happen. University of New Orleans, North Texas, and Louisiana Tech are doing some restructuring. We are in a good place now. - eULM is the big initiative. 500 new students online for the spring

semester is the goal. We have also adopted a different scheduling structure for eULM. eULM undergraduates are working off an eight week term, five terms in year plus a 4 week intensive. Adopted new tuition structure for eULM as well. \$375 an hour for undergraduate and \$475 for graduate coursework. Took some fees out and made them all inclusive. Will be restricted to 25 students per section. Will cost more but will be offset by the tuition. Asked for adjuncts to teach the lower level online classes.

- Adjunct Faculty credentials get created by the full time faculty. Billboards are going up to promote eULM. Email blast to be sent to a purchased list from regional people. Digital marketing plan that will be using adwords will also be taking place. Marketing system will actually be tracking this for us. Looking at hitting corporate entities and trying to help them by enrolling their employees. Online programs are the way that we have to go and we are trying to give the students what they want.
- Staff Senate President- eULM is live now but new structure will begin in the spring. We have not heard any feedback on it yet since it is not yet implemented.
- Senator O'Neal- Career services is having their workshops available to online students. Career services are also working to give them the same tools on campus students do.
- All online programs will be classified as eULM. Graduate courses will not start off as eight week programs.
- Another major initiative is retention, trying to bump it up 5% which will take it to about 76%. Working with the freshman cohort to use "gradesfirst" which will give up to date grades. Hawks program has also been implemented for students who are not good standardized test takers. This program will give these students a lighter load initially and helps them adjust better so that it is not as overwhelming. Looking at enhancing advising so that advisors are trained and we have the right people in place. Choke point courses, high demand and low performance rates that are being worked on.
- Senator Breithaupt- How will eULM reflect retention? Dr. Pani- will not affect it much because we are measuring retention based off first year freshman which are typically on campus.
- Back of house undertaking for eULM has been a major responsibility for various departments across campus.
- Senator Wilkerson- we used to feel a negative vibe on campus and the vibe is a whole lot better this year than last.

Unfinished Business:

- Approval of September 2014 minutes
- Unclassified staff evaluations system update and discussion-
 - o Staff Senate President- staff evaluation system is going well, hope to wrap up by November the 1st. deadline. Combined ULM's

previous one and UNO's to make the best document. Also developing supporting documents which will be 3-4 pages explaining everything. Subcommittee meeting at 10am this morning will take place. Currently accepting suggestions online because of time constraints.

- Senator Cole- it is too long the way it is, spoke to some colleges and all believe it needs to be one page front and back. Moving some things around should make it work, also removing reiterations. Only have 5 behaviors per category. Adding n/a and also a rating system would be beneficial.
- Staff Senate President- the reason for repetitiveness is because we wanted to make sure it was clear what was being asked.
- Senator Cole- combining within domains will help this issue. Keeping certain ones will accomplish this.
- Senator O'Neal- n/a will be beneficial for subordinates taking this.
- Staff Senate President- not sure how to not use a number system, Senator Sutherland recommends scoring system like task stream (1-3).
- Staff Senate President- we will cut out duplicates and get rid of the redundancy. We want to make sure it has enough to acquire the information we want.
- Senator Cole- at its current length some people may rush through and not put as much thought into it. We also need to ask supervisors especially those that have a lot of employees their thoughts. Staff Senate President- group will decide who adds input to this, as we do not want to go overboard.
- Senator Breithaupt - what are the odds turning this into a web based document? Staff Senate President- that is the end goal, which will be better for a lot of reasons. I will send out email after subcommittee meeting.
- Soar campaign commitment letter
 - Everyone read it and liked it. Staff Senate President- will send it out in an email to the employees.
 - Senator Wilkerson- do we want to add an end date?

New Business:

- Employee payment planned from Dr. Bruno-
 - Approved by Nov 1st. and delivered in mid-November. Staff Senate President- we got a good deal, it will be taxed and retirement will be taken out of it. Senator Wilkerson- classified goes into effect Oct. 1. Those moving to \$35k, will start Nov. 1st and show up at end of November check. All the same rules apply to faculty and are fair across the board. Dr. Bruno would like to do a salary increase next year if funds continue to come, a lot of

	<p>eggs in the eULM basket. Also waiting for new governor to take office. Possibility that the university may be getting more money from the WISE fund.</p> <ul style="list-style-type: none"> - United way campaign- <ul style="list-style-type: none"> o Senators Wilkerson, Cole, and M. Davis are heading the United Way campaign. Just wanted to mention it, will do an ice cream social possibly for kick-off. United Way dollars stay local (Northeast Louisiana). Pushing the reading program with low achieving students in Monroe city schools. - Miscellaneous- <ul style="list-style-type: none"> o Senator Robertson- started deselection proceedings; this will allow space to have accessibility to eULM with digital library. Hopeful it will establish a real good library. We need to provide what the students want, which is access through tablets. They want information electronically in their hand. <ul style="list-style-type: none"> ▪ Senator Wilkerson- how many floors will be freed up? Senator Robertson, there will be two floors freed up. All collections will be moved to fourth and fifth floor. Floors two and three will turn into group study/work areas. Classrooms will also utilize in the 2nd and 3rd floors. As office space is freed up, classrooms will be freed up. Space for interaction is what we are looking to enhance. o Senator O’Neal- veterans appreciation ceremony will be coming up. Will recognize current students and employees. Has good list of past attendees, emailed past people and already get replies. Everything is secured except a speaker. <p>Adjournment:</p>
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Next Regular Meeting – November 12, 2014

CONCLUSIONS	There being no further business Senator O’Neal made a motion to adjourn; Senator Sutherland seconded. Motion passed. The meeting adjourned at 9:51 a.m.
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