



# STAFF SENATE COMMITTEE

## MINUTES

APRIL 12, 2011

1:30 PM

UNIVERSITY LIBRARY, ROOM 622

**(approved as amended)**

<b>ATTENDEES</b>	Members: Katrina Branson, Brandon Bruscato, Kirby Campbell, Camile Currier, Catherine Estis, Tasha Fisher, Cindy Leath, Anthony Malta, Chris Ringo, Pamela Saulsberry, Mary Schmeer, Robin Taylor, Bryan Thorn, Lindsey Wilkerson  Liaison: Lillian Brown
<b>ABSENT (EXCUSED)</b>	Susan Duggins, Stacy Lamb, Gail Parker, Roslynn Pogue, Cori Scroggins

## Agenda Topics

<b>CALL TO ORDER</b>	A regular meeting of the Staff Senate was held on April 12, 2011 in the University Library Room 622 and called to order at 1:30 pm by Chris Ringo, Acting President. A quorum was present.
<b>MINUTES</b>	Minutes of the previous meeting held March 15, 2011 were reviewed by the committee. Changes were proposed. Amendments were noted. Laura Knotts moved to approve the minutes as amended; Mary Schmeer seconded. Motion passed.
<b>DISCUSSION</b>	<p><b><u>President's Report:</u></b> Chris Ringo will assume duties as president; Susan Duggins is currently not employed with the university.</p> <p>Chris Ringo and Katrina Branson met with the Faculty Senate executive board on April 7, 2011. Discussed situation in which some employees who may qualify for both faculty and staff senates and some who may not be represented by either one.</p> <p>Anna Hill emailed a list of all employees to the Faculty Senate for the faculty survey and in the email explained the criteria for the senate, which is determined by rank and faculty load. Chris Ringo and Donna Rhorer, Faculty Senate President-Elect, will work on determining if there are any disparities and identify those who may have not been represented by either senate.</p> <p>Hill discussed current legislative issues regarding privatization of Office of Group Benefits and management of the Optional Retirement Plan (ORP) under the Teachers' Retirement System of Louisiana. Faculty Senate offered to include Staff Senate in their initiatives to influence the legislature in regard to these issues.</p> <p>Hill asked if there could be a list generated of ULM employees that would include which retirement system they are enrolled in and then inquire if any of those employees have issues with how the State is handling the retirement system. For example: The list would indentify how many employees are enrolled in ORP and then the Faculty Senate would ask if any of these employees would like to entertain further discussions on mismanagement of the retirement system.</p> <p>Hill mentioned recognition for ULM retirees. Asked if there were any special events or activities extended to retirees. ULM retirees are invited to homecoming activities. However, are there any other perks they receive from the university.</p> <p><b><u>Committee Reports:</u></b></p> <p><b>Elections:</b> Online elections began today. There was a minor glitch when the eligible list was pulled, as there were 5 employees in Residential Life who were not included. Issue has been resolved. This situation leads back to the discussion of representation. There should be a mechanism in place so that both faculty and staff senate lists are reviewed so there is representation for all unclassified employees.</p>
<b>DISCUSSION</b>	<p>There were some issues where individuals were trying to vote online and could not. Computing Center receives a notification and can identify these employees who are not able to login and vote. Only those <i>Minutes of April 12, 2011 (Continued)</i></p>

employees in the Division of Business Affairs can vote. All others will not be able to login. There were a few cases where staff did not know **their** division they belonged to. Recommended the website include a button/link for employees to look up **their** division

**Constitution & Bylaws:** Committee met on April 5<sup>th</sup>. Did not identify any action items. Kirby Campbell agreed to chair the committee; Chris Ringo will now become president. Mentioned there was no mechanism for a member or an officer to move to the presidency. Constitution & Bylaws does not address the issue.

**New Business:**

Elections are today and tomorrow. Ringo encouraged everyone who has not voted to do so. With Duggins separated from the university, there is a division vacancy. Cori Scoggins term was to expire, but was asked and accepted to remain on the senate.

Nominations are open for two officer positions. One position for Vice-President or President-Elect and the other position for Secretary. Encouraged to consider nominees who would serve well for the position(s). Nominations are open until April 30<sup>th</sup>. Officer elections will be held at the next meeting.

Ringo asked **for the upcoming** meeting to be moved to the following week – May 17<sup>th</sup> instead of May 10<sup>th</sup>. Wilkerson moved the meeting date be changed, Estis seconded. None opposed. The May meeting will also be the first meeting for newly elected senate members. Camile Currier was an inaugural member and therefore, his term will expire in 2011. He is eligible to run again next year.

**Unfinished Business:**

Lindsey Wilkerson produced the online staff survey with *SurveyMonkey*. Asked Susan Duggins, Chris Ringo, and Katrina Branson to test the survey first, see if any sections needed to be changed, and make a note of the length of time it takes to complete the survey. Wilkerson said the survey took him approximately 15 minutes to complete. Ringo hoped to have this done in the next couple weeks.

Question was asked on whether or not the survey could be “locked” **so only** certain employees could view or complete the survey. Wilkerson suggested **the** survey could be sent to the senate **for review** and after a certain period of time expunge the data and restart the survey.

Kirby Campbell asked if the survey could be viewed before being made available for the general staff. Duggins brought copies of the Staff Survey to a prior senate meeting for members to view and collected all copies of the survey before the meeting **adjourned**.

Catherine Estis mentioned the senate would probably need an Institutional Review Board (IRB) approval before proceeding. The IRB gives approval to disseminate data collected from faculty, staff, and students. There is an online form to complete. Approval could take up to 30 days or longer. Ringo will look into the process and confer with Hill (Faculty Senate) to see if they obtained IRB approval.

Laura Knotts asked if we had heard from Student Government Association (SGA) in regard to the proposed No Smoking Policy. Ringo will look through some of Duggins’ material and try to determine the **status**. Ringo uncertain if Duggins made any resolutions with SGA.

Chris Ringo mention**ed** there is no section in the Constitution & Bylaws (C&B) **which** addresses the issue of officers leaving the senate. Also, there is no section in the C&B that outlines when new members will be introduced to the senate and if the inclusion of new members would be the same fiscal year as the election. Example: Currier’s term would end in June in case there was business to be handled before the fiscal year ends. The senate does not meet during the summer.

Ringo will ask Campbell and his committee to take on the task of drafting a proposal for amendments to the C&B so the matter can be a permanent part of operations.

**Next regular meeting** – May 17, 2011 @ 1:30pm, Administrative Conference Room, Library 622.

<b>CONCLUSIONS</b>	There being no further business, Mary Schmeer moved to adjourn. Tasha Fisher seconded. Meeting was adjourned at 2:18 p.m.
--------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		