



STAFF SENATE COMMITTEE

MINUTES

OCTOBER 12, 2009 1:30 PM

ADMINISTRATIVE CONFERENCE ROOM
LIBRARY #622

CHAIR	Susan Duggins
ATTENDEES	Committee: Susan Duggins, Lillian Brown, Chris Ringo, Cori Scroggins, Brenda Allen, Pamela Saulsberry, Allison Bryant, Tasha Fisher, and Camile Currier. Future meetings will be held once each month on the following dates: November 9 and December 14.
ABSENT	Absent - Excused: Lindsey Wilkerson, Dave Nicklas

Agenda topics

DISCUSSION	<p>A meeting of the Staff Senate was held on October 12, 2009 in the Administrative Conference Room – Library #622, and called to order at 1:30 pm by Susan Duggins, chair.</p> <p>Minutes of the previous meeting held September 14, 2009 were reviewed by the committee and approved.</p>	
DISCUSSION	<p>Old Business:</p> <p>Duggins gave an update to the committee regarding the Budget strategic planning meetings. Small sub-committees/task forces have been assigned and they are meeting accordingly. Can view task force lists at www.ulm/upc then click the membership tab to view the individual task force committees.</p> <p>New Business:</p> <p>Duggins reported that she will send us via e-mail the up-to-date version of the Constitution and By-Laws as they stand. Committee members need to review these in detail and if possible, send any corrections to Susan Duggins by October 23.</p> <p>The Committee discussed the Staff Handbook and briefly reviewed index items that we may want to consider for inclusion: Leave for COMP Accumulation, Accumulation time chart, At-Will Employee defined, Fee Waivers for Dependant and Employee, Shared Sick Leave Policy, Perks, Dress Code, Career Services available, Comp Time, Flex Time, Smoking Policy, Outside Employment, 360 Reviews, etc...</p> <p>Staff Handbook Committee will meet next Monday, October 19, at 1:30 in Tasha Fisher’s office.</p>	
<p>Next meeting is scheduled for November 9, 2009 @ 1:30 PM, Administrative Conference Room – Library #622.</p>		
CONCLUSIONS	<p>There being no further business the meeting was adjourned at 2:25 pm.</p>	
Items to review for next meeting:	PERSON RESPONSIBLE	DEADLINE
Review the Constitution and By-Laws – Susan will send via e-mail.	Committee	October 23,2009