



STAFF SENATE MINUTES

MINUTES

SEPTEMBER 16, 2015

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

ATTENDEES	Jarrold Breithaupt, Arely Castillo, Kelli Cole, Kristi Davis, Michael Davis, Katie Dawson, Jason Dunavant, Russell Hollis, Treina Landrum, Meghan Mazza, Sabrina McClain, Mary Schmeer
ABSENT (EXCUSED)	Amy Estes, Richard Duran, Chance Eppinette

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on September 16, 2015 in the University Library, Room 622 and called to order at 10:03 am by Senator Cole, President. A quorum was present.
MINUTES	<p>Minutes from the May 13, 2015 meeting were reviewed. The following corrections were made: Minor grammatical errors to be corrected.</p> <p>Senator Michael Davis moved to approve the minutes; seconded by Senator Katie Dawson. Motion passed.</p> <p>Minutes from the August 19, 2015 meeting were reviewed. The following corrections were made: Please correct the spelling of Dr. Richters' name.</p> <p>Senator Michael Davis moved to approve the minutes; seconded by Senator Mary Schmeer. Motion passed.</p>

DISCUSSIONS	<ul style="list-style-type: none"> ❖ Roll Call ❖ Old Business: <ul style="list-style-type: none"> - The Senators are looking forward to the implementation of Office 365. ❖ Guest Speaker: Dr. Pani, VP of Academic Affairs <ul style="list-style-type: none"> - Dr. Pani was unable to attend the meeting today. He will be the guest speaker at the November 18th meeting. - Please think of issues that you would like for him to discuss and
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email those ideas to Senator Cole.

❖ Committee Reports

- Staff Welfare Committee needs to meet to discuss updating the unclassified staff handbook. There have been changes to the handbook, but those changes still need to be published. When the updates are complete, the Director of Human Resources should approve those changes. Mr. Baragona has resigned, but Dr. Graves can review anything that needs attention in the interim.
- Communications Committee – No Report
- Constitution and Bylaws Committee – No Report

❖ Louisiana gubernatorial election update

- Senator Cole met with Dr. Gissendanner, President of the Faculty Senate, so that the two bodies can work together on inviting the candidates to ULM. Dr. Bruno approved for the candidates to visit the campus. SGA is normally involved with these types of events. Senator John Edwards was booked prior to the main election and felt like the other candidates were booked as well. It was recommended that we go ahead and send an invitation to the candidates to come visit the campus in the case of a run-off. If there is a run-off, it will most likely be held November 21st, so we will look at inviting the candidates to come visit the first week in November. Dr. Gissendanner and Senator Cole will draft an invitation that will be sent to all candidates. Dr. Stockley will review and approve of the letter before it is sent.
- Senator Cole has spoken with Sue Nicholson from the Monroe Chamber of Commerce. She made the following recommendation regarding the gubernatorial candidates visiting campus – Do not allow questions from the audience. She is willing to help us write questions to be asked of the candidates.

❖ Breakfast will be provided for a Staff Senate meeting – pick a date.

- The President's Office has agreed to sponsor a breakfast for the Staff Senate. We just need to pick a date. We have to remember that the Aramark employees leave when the students are not on campus. If they are willing to sponsor one breakfast per semester, we will ask them to provide breakfast at the December meeting for the Fall term and at the May meeting for Spring term. If they will only provide one breakfast, we will request to have breakfast at the May meeting.

❖ Open floor discussion

- **TedXULM** - Senator Castillo is working with a Psychology student

to present TedXULM. TED is a global, nonprofit organization and stands for Technology, Engineer, and Design. TedXULM will consist of the following speakers who will to speak for 5 - 20 minutes each about various topics: Benjamin Hickey, Diana Greenlee, Kilian Garvey, Paul Sylvester, Tiffany Jackson, and Tom Nicholson. There will be also be a group performance by VAPA students. The theme is "Tomorrow Shaping Today." This event will be held October 16th in Spyker Theatre. TED has very strict rules and there can only be 100 people in the audience. They are working to have the event livestreamed and the talks are normally posted on YouTube and the TED Talk website. People will be invited, but there will also be an opportunity for people to win free tickets through a contest. Please like ULM TedX on Facebook and visit tedxulm.com. Though prestigious, this event is very time consuming and the funding for the event has been significantly cut. President Bruno is aware of the funding issues. It was recommended that if this event is held again, that student organizations, such as CAB, should be included so that funds from student can possibly be allocated to support the event.

- **Unclassified Staff Evaluation** – If you have any ideas on ways to improve the Unclassified Staff evaluation process, please email those ideas to Senator K. Davis.
- **United Way** – Co-chairs, Senator Cole and Dr. Melancon, are planning a big kickoff for the campaign this year. Hopefully, we can be pacesetters next year, since the campaign runs concurrent with the SOAR campaign. If selected a pacesetters for the next campaign, the campaign will be held in the Spring. This year, the plan is to work with SGA to get the students more involved and to increase the participation numbers. If an employee chooses to donate to United Way through Payroll deduction, this will not be an issue if ULM is chosen to be a pacesetter and run the campaign in the Spring.
- **Employee Tuition Waiver** – President Bruno has asked Senator Cole for the names of two Staff Senators who would like to serve on an ad hoc committee to review the Employee Tuition Waiver policy. President Bruno has not let her know who he has chosen to serve on the committee yet.
- **VP Assessment Plans** – Senator Cole and Senator Landrum are looking into possibly having a staff development week (or days) which will focus on issues such as:
 1. Customer Service
 2. Office 365
 3. Best Business Practices

The Senators will ask around and see what topics other employees would like to see covered in these training sessions. Please send suggestions to Senator Landrum.

	<p>Another concern is that new hires are not being properly trained. Somethings that the university is considering implementing are:</p> <ol style="list-style-type: none"> 1. Online training for new employees 2. Faculty Orientation Training online 3. Built in Assessments to online training modules <p>Whenever we have training sessions, the person leading them should be interesting.</p> <ul style="list-style-type: none"> - <u>Title IX Training</u> – The university is looking to have online training in addition to in-person training. - On October 27th, Student Life and Leadership will have a guest speaker on domestic violence. <p>❖ The guest speaker for October’s meeting will be Dr. Richters. Please email Senator Cole if you have any specific issues you would like Dr. Richters to address.</p>
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Next Regular Meeting October 21, 2015 at 10:00am, Library 622

CONCLUSIONS	There being no further business Senator Landrum made a motion to adjourn; Senator Dawson seconded. Motion passed. The meeting adjourned at 10:55 a.m.
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