



# STAFF SENATE MINUTES

MINUTES

JANUARY 20, 2016

10:00AM

**UNIVERSITY LIBRARY,  
ROOM 622**

<b>ATTENDEES</b>	Jarrold Breithaupt, Arely Castillo, Kelli Cole, Kristi Davis, Michael Davis, Jason Dunavant, Chance Eppinette, Amy Estes, Russell Hollis, Treina Landrum, Sabrina McClain, Mary Schmeer
<b>ABSENT (EXCUSED)</b>	Katie Dawson

Agenda topics

<b>CALL TO ORDER</b>	A regular meeting of the Staff Senate was held on January 20, 2016 in University Library, Room 622 and called to order at 10:06 am by Kelli Cole, President. A quorum was present.
<b>MINUTES</b>	<p>Minutes of the December 2015 meeting were reviewed by the committee.</p> <p>Senator Breithaupt moved to approve the minutes; seconded by Senator Mary Schmeer. Motion passed.</p>

<b>DISCUSSIONS</b>	<ul style="list-style-type: none"> <li>- <b>Roll Call</b></li>   <li>❖ <b>Approval of December 2015 meeting minutes</b> <ul style="list-style-type: none"> <li>- <b>Corrections:</b> There were some grammatical corrections.</li> <li>- <b>Discussion:</b> The cabinet requested that President Cole ask President Bruno for more clarification on the idea of ULM going to a trimester system. It was recommended that a focus group be appointed to evaluate how this system may work at ULM. Mini-sessions create more pieces to the puzzle that must be made to work. Cutting out an intersession would allow more down-time in order to play catch-up. It would be interesting to see statistics as to how mini-sessions affect graduation rates, etc.</li> </ul> </li>   <li>❖ <b>Committee Reports</b> <ul style="list-style-type: none"> <li>○ <b>Staff Welfare Committee</b> – The committee has met and has developed a list of recommendations for minor changes, corrections, and omissions. The staff handbook should be</li> </ul> </li> </ul>
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**NEW  
BUSINESS**

realistic and easy to understand. The Staff Welfare Committee will work on doing a complete overhaul of the handbook with assistance from Melissa Ducote, but all Senators will review the current handbook and make recommendations.

- **Communications** – No report.
- **Elections** – Megan Mazza and Richard Duran are no longer employed at ULM. Recommendations were made for a replacement. The person would serve until May 2016 with an option to be nominated in the April 2016 elections.
- **Constitution and Bylaws** – No report.

❖ **Open floor discussion**

- Since the Staff handbook has not been updated since 2013, the recommendations mentioned above will be made now, but since the Faculty Senate is currently in the process of doing a complete overhaul of the faculty handbook (led by Dr. Jessica Dolecheck, Academic Affairs Spring 2016 Administrative Fellow), the Staff Senate feels that the staff handbook should also be revised thoroughly. Senator Cole volunteered to be a non-voting member working with the committee revising the faculty handbook. The plan is to have a handbook for all employees and smaller separate handbooks for faculty, staff, and students.
- **United Way Campaign Update** – ULM will do a pacesetter campaign. This is better for the employees since several holidays and the SOAR campaign are during the fall term. Being a pacesetter will allow the campaign to stay on a Spring rotation. Being a pacesetter will bring a lot of media attention to ULM, and ULM would be the only educational institution that is a pacesetter representative from this area. Dr. Bruno would like to do a straight campaign this year without a big kick-off. Kristi Davis is the Vice-Staff chair and Dr. Sushma Krishnamurthy is the Vice-Faculty chair. This year, we would like to get the student organizations involved by asking them to volunteer.
- **Staff Evaluations** – If you have any thoughts or ideas about the evaluation process, please send them to Kristi Davis. She will be meeting with Melissa Ducote next week. Evaluations will be done in April. The faculty senate will be looking at who they consider faculty/staff for the purpose of the evaluation. The number of people that you must choose during the evaluation process has been decreased, and the questions will be reevaluated.

**CONCLUSIONS**

There being no further business Senator M. Davis made a motion to adjourn; Senator Eppinette seconded. Motion passed. The meeting adjourned at 11:01 a.m.