



# STAFF SENATE MINUTES

MINUTES

MAY 18, 2016

10:00AM

**UNIVERSITY LIBRARY,  
ROOM 622**

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| <b>ATTENDEES</b>        | Jarrold Breithaupt, Arely Castillo, Kelli Cole, Kristi Davis, Katie Dawson, Kirby Campbell, Michael Davis, Jason Dunavant, Chance Eppinette, Amy Estes, Russell Hollis, Treina Landrum, Sabrina McClain, Mary Schmeer, Morgan Patrick, Erica Hopko, Michael Roboski, Kristin Chandler |
| <b>ABSENT (EXCUSED)</b> |   |

Agenda topics

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| <b>CALL TO ORDER</b> | A regular meeting of the Staff Senate was held on <b>May 18, 2016</b> in the University Library, Room 622 and called to order at <b>10:04</b> am by Kelli Cole, President. A quorum was present.         |
| <b>MINUTES</b>       | <p>Minutes of the regular meeting on <b>April 20, 2016</b> meeting were reviewed by the committee.</p> <p>Senator Landrum moved to approve the minutes; seconded by Senator Dunavant. Motion passed.</p> |

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| <b>DISCUSSIONS</b> | <ul style="list-style-type: none"> <li>- <b>Roll Call</b></li> <li>❖ <b>Approval of meeting minutes from the following meetings: regular meeting on April 20, 2016.</b></li> <li>❖ - <b>Corrections/Discussion</b> - None</li> <li>❖ <b>Welcome new members and appreciation to outgoing members:</b> President Cole welcomed the newly elected Staff Senate Members: Erica Hopko - Financial Aid; Cynthia Robertson - University Library; Kirby Campbell - Internal Auditor; Morgan Patrick - University Development; and Michael Roboski - Student Affairs</li> </ul> <p>President Cole then presented certificates to the outgoing members: Michael Davis - Facilities; Jason Dunavant - Athletics; and Russell Hollis - Counseling Center</p> |
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**UNFINISHED  
BUSINESS/  
OPEN FLOOR  
DISCUSSION**

❖ **Committee Reports**

- **Staff Welfare Committee** – The Staff Welfare Committee had nothing new to report. President Cole reported that the Faculty Handbook Committee is still working on updating the Faculty Handbook. President Cole will work on making the changes to the Staff Handbook over the Summer.
- **Communications – Discuss Mission Maroon along with ideas for future efforts.** Mission Maroon was a success, although it was raining and there was not a huge turnout at the rally. Senator Dawson did an interview with the Hawkeye about the event. Senator Cole has spoken with President Bruno and he thinks that this should be an on-going effort. A proposed name for the effort is "Talons Out Tuesdays". Senator Cole will continue to work with Senator Kristi Davis (President-Elect for Staff Senate) and Senator Karen Frye (President-Elect for the Faculty Senate) on this effort. Monthly emails would be sent to the ULM Community regarding the initiative and the emails would include information on current bills that are being considered. It was recommended that the initiative be ramped up closer to the legislative session.
- **Elections** – The Elections Committee again welcomed the newly elected senators.
- **Constitution and Bylaws** – No report.

❖ **Unfinished Business/Open floor discussion**

- **Email name changes** - Some employees have expressed concerns about being able to change their email name to their current legal name. The Computing Center has not approved these requests in several years. The descriptive name can be changed. It was recommended that a policy should be developed regarding email name changes. Single sign-on to the multiple university systems makes it harder to implement name changes. Name changes could also present a problem when it comes to litigation. The Computing Center is currently looking into having a permanent, email format. After further discussion, the Computing Center will be investigating this matter further.
- **2016-2017 Holiday Schedule** - This year instead of getting an entire two weeks out for Christmas, the university will be closed 12 days for Christmas and an additional two days for Spring break. When making the holiday schedule, the administration tries to mimic the Ouachita public school calendar. Some reasons for the change to the number of holidays for the 2016-2017 academic year include:
  - 1) With Christmas falling so late this year, it makes it hard for some of the student services areas to get needed information before the semester begins.
  - 2) The administration feels that two weeks has become too long for the university to close.

3) Convenience: We will be closed for twelve days in December. The other two days were moved to the Spring break which will give us a longer break in the Spring.

4) It was suggested that after the Spring break, a survey is done to see how the employees felt regarding the changes to the holiday schedule this year. Some members of the Senate felt that the survey isn't needed, while others felt that it would be a good idea.

- The Senate agreed that communication is key and that rationales should be included when big changes are made on campus. Whenever there is a problem on campus the administration will hear about those issues.
- **Evaluation** - The Senate was asked for their opinions on the evaluation system since we are currently in the process of completing the phases. One of the Senators felt that the evaluations are very general and have nothing to do with a person's specific job duties. Another Senator was concerned that she had to choose 4 possible evaluators, however there is a very limited number of people on campus that knows what she actually does and some of those people were not options to be chosen as evaluators. In cases like this, employees were asked to send an email to Melissa Ducote so that it can be documented along with the evaluation why the employee was unable to choose 4 evaluators.
- **Student Workers** - Information will be forthcoming. All hiring of student workers will now be done through HR for both 03 and 04 student workers. Likewise, information for all employment will be forthcoming as HR will now be the centralized location for all hiring on campus. This will ensure that all steps are being done and that all hiring is being done in accordance with civil service and other rules.
- **Policies** - The policy on policies is in the process of being updated. A new policy template is being created so that all policies will look the same. All policies will also have to be signed off by the VP over that area.
- President Cole made closing remarks and thanked the Senate for trusting her service as president. She then passed the gavel to President Elect Kristi Davis.
- The next Staff Senate meeting will be held August 17, 2016 at 10:00 in Library 622.

**CONCLUSIONS**

There being no further business Senator M. Davis made a motion to adjourn; Senator Breithaupt seconded. Motion passed. The meeting adjourned at 11:00 a.m.

