



STAFF SENATE MINUTES

MINUTES

AUGUST 24, 2016

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

ATTENDEES	Jarrold Breithaupt, Kelli Cole, Kristi Davis, Katie Dawson, Kirby Campbell, Chance Eppinette, Amy Estes, Treina Landrum, Sabrina McClain, Mary Schmeer, Morgan Patrick, Erica Hopko, Kristin Chandler, Cynthia Robertson
ABSENT (EXCUSED)	Michael Roboski, Arely Castillo

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on August 20, 2016 in the University Library, Room 622 and called to order at 10:02 am by Kristi Davis, President. A quorum was present.
MINUTES	<p>Minutes of the regular meeting on May 18, 2016 meeting were reviewed by the committee.</p> <p>Senator Cole moved to approve the minutes; seconded by Senator Schmeer. Motion passed.</p>

DISCUSSIONS	<p>Roll Call</p> <ul style="list-style-type: none"> ❖ Approval of meeting minutes from the following meeting: regular meeting on May 18, 2016. ❖ Corrections/Discussion – The group working on the faculty handbook is not the “Faculty Senate”. The group is called the “Faculty Handbook Committee”. Grammatical errors were also corrected. ❖ Committee Assignments – President Davis left the old members on the committees that they were assigned to last year. Each committee’s duties are listed in the Staff Senate constitution which can be found on the Staff Senate website. Senator Cole gave a brief overview of the duties of some of the committees. <ul style="list-style-type: none"> ○ Staff Welfare Committee – (Old Committee Members: Treina Landrum and Mary Schmeer) – The Staff Welfare committee’s main focus will be updating the staff handbook. The faculty
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**NEW
BUSINESS/
OPEN FLOOR
DISCUSSION**

- senate is still in the process of updating their handbook.
- **Communications** – (Old Committee Member: Sabrina McClain) – The Communications committee is in charge of sending any information that needs to come from the Staff Senate to the university community.
 - **Elections** – (Old Committee Members: Katie Dawson, Chair and Jarrod Breithaupt)
 - **Constitution and Bylaws** – (Old Committee Members: Arely Castillo, Chance Eppinette, and Amy Estes)
 - **Unassigned Members** – Kristi Davis, Kelli Cole, Kirby Campbell, Kristin Chandler, Erica Hopko, Morgan Patrick, Cynthia Robertson, Michael Roboski – Senators should email President Davis if there is a committee that you would like to serve on.
- ❖ **New Business/Open floor discussion**
- **Time clocks** – There was some controversy concerning the time clocks, so Dr. Richters asked that the time clocks that were previously installed on campus be disconnected for now.
 - **Fair Labor Standards Act** – Melissa Ducote has hired a new person whose duties will be to meet with the various departments/units regarding the new FLSA policy. Employees must meet certain salary thresholds to be exempt from earning paid overtime. ULM plans to go back to the board policy on earning compensatory time. An email will be sent to those employees whose exemption status will change. Ms. Ducote is in the process of reviewing position descriptions. This may lead to some positions being change from “Unclassified” to “Classified”. The number of people who are exempt from comp time will be reduced dramatically. A central location for job descriptions is in the process of being created. The new FLSA requirements will go into effect in December.
 - **Electronic Time Entry** – The university is looking into electronic time entry and the possibility of reducing the length of the pay period. No date has been determined for these proposed changes yet.
 - **United Way** – Senator Cole is the Chair and President Davis is the Co-Chair of the United Way Campaign. This year ULM will have a Student United Way Campaign. The campaign will be the week of September 19. A week of activities has been planned to increase student awareness. On Thursday, September 22, there will be a Faculty/Staff kickoff event. Please encourage others to come. Hopefully, a representative from United Way will be able to attend the event. Ideas and suggestions to raise money are needed. Please email Senator Cole any suggestions or ideas that you may have. ULM’s numbers for the United Way campaign have increased by 30% from last year.
 - **Coffee Chat** – Senator Chandler highlighted some of the upcoming events for the Office of Career Connections. Please see their website (<http://www.ulm.edu/careerconnections/>) for more information on their upcoming events.

- **Policy on Policies** – The process of creating a new policy on policies is almost complete. The committee is currently waiting on feedback from the Faculty Senate. Once the new policy is rolled out, Senator Landrum plans to meet with divisions and units to explain the new policy. Please note that there are differences between a policy and a procedure. If you have a question regarding policies, please contact Treina Landrum.
- **Financial Aid** – The Office of Financial Aid will be hosting a financial aid fair from 1:30-3:30 in the top of the sub today.
- **Meeting Time** – Our meetings will continue to be on the third Wednesday of each month at 10:00am in LIBR 622.
- **Food Services on Campus** – In a previous meeting, we discussed the availability of food services on campus specifically during the time when students are not on campus. Senator Cole has previously worked on this issue, and Senator Davis is continuing to work on this issue.
- **Campus Communication** – The Senators feel that more open communication on campus is needed.
- **Sandel Hall Renovations** – Hopefully, Sandel Hall will be done soon. The professional cleaning crew has started cleaning the building.
- **Scott Plaza Fountain** – The fountain in Scott Plaza is being renovated. The renovations are being funded by private donations. Hopefully, the renovations will be complete by Labor Day.
- **Campus Telephone System Renovations** – Hopefully, the migration will be complete by the end of the October.
- **Evaluations** – Please make sure that you complete your evaluations. Melissa Ducote has ideas on how to improve the process next year.
- **Guest Speaker** – Each meeting a guest speaker will be invited. Suggestions for guest speakers include Melissa Ducote, Tommy Walpole, and Dr. Bruno.

The next Staff Senate meeting will be held September 21, 2016 at 10:00 in Library 622.

CONCLUSIONS

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