



# STAFF SENATE MINUTES

MINUTES

APRIL 18, 2018

10:00 AM

LIB 622

<b>ACTING CHAIR</b>	Katherine Dawson
<b>ATTENDEES</b>	Beaver, Deborah; Breithaupt, Jarrod; Chandler, Kristin; Clark, Emily; Davis, Kristi; Dawson, Katherine; Hemphill, Christie; Hopko, Erica; Hubbard, Katelin; McIntyre, Emerald; Patrick, Morgan; Rhodes, Melissa; Thompson, Allison; Witek, Karen  Guest Speaker: Dr. Eric Pani Visitors: Cordova, Fernando; Filhiol, Therese; Dunavant, Jason
<b>ABSENT (EXCUSED)</b>	Estes, Amy

## Agenda topics

<b>DISCUSSION</b>	<b>General Announcements</b>
	<ul style="list-style-type: none"> <li>The meeting was called to order by President Dawson. The minutes from March were reviewed and any changes were noted. Senator Davis made a motion to approve the March minutes. Senator Patrick seconded.</li> <li>The next meeting is scheduled for May 16<sup>th</sup>. The meeting was rescheduled via email for May 24, 2018.</li> </ul>
<b>DISCUSSION</b>	<b>Guest Speakers</b>
	<ul style="list-style-type: none"> <li>Dr. Eric Pani, VP for Academic Affairs, discussed the upcoming changes and proposed programs within the areas he manages.</li> </ul>

<b>DISCUSSION</b>	<b>Committee Updates</b>
-------------------	--------------------------

- Staff Welfare: The handbook has been updated with the new pay schedule and is ready to submit to Dr. Graves.
- Elections Committee: Nominations are up for the upcoming election. We discussed any seat acclimation changes.

<b>DISCUSSION</b>	<b>New Business</b>
-------------------	---------------------

- Garrett Hall demolition will begin this summer.
- We discussed the staff changes within HR.
- Staff Senate will begin collaborating with SGA to create a line of communication within the two committees.
- There is a need for cross training and documented job duties campus wide to alleviate a gap in knowledge when people leave the institution. A Resolution to ULM President's Executive Council from the Staff Senate of ULM in support of job duty cross training within the institution was presented and discussed among the senators. It will be emailed to us for approval.
- A survey in reference to the HR policies as well as trainings will be open from May 3<sup>rd</sup> through May 7<sup>th</sup>.
- Performance evaluation emails are currently being sent out. Please be watching for them to complete each phase. We discussed changes to the policy. Senator Chandler made a motion to approve and Senator Beaver seconded. All were in favor.

<b>DISCUSSION</b>	<b>Closing</b>
-------------------	----------------

- There being no further business, Senator Witek made a motion to adjourn. Senator Patrick seconded. The meeting was adjourned.