



STAFF SENATE COMMITTEE

MINUTES

FEBRUARY 8, 2011

1:30 PM

UNIVERSITY LIBRARY, ROOM 622

(approved as amended)

ATTENDEES	Members: Katrina Branson, Brandon Bruscato, Kirby Campbell, Camile Currier, Susan Duggins, Catherine Estis, Tasha Fisher, Laura Knotts, Stacy Lamb, Cindy Leath, Gail Parker, Roslynn Pogue, Chris Ringo, Mary Schmeer, Cori Scroggins, Lindsey Wilkerson Liaison: Lillian Brown
ABSENT (EXCUSED)	Anthony Malta, Pamela Saulsberry, Robin Taylor, Bryan Thorn

Agenda Topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on February 8, 2011 in the University Library Room 622 and called to order at 1:30 pm by Susan Duggins, President. Roll call by Katrina Branson. A quorum was present.
MINUTES	Minutes of the previous meeting held January 11, 2011 were reviewed by the committee. Katrina Branson made clarifications to the previous minutes as noted by Gail Parker. Camile Currier moved to approve the minutes, as amended; Mary Schmeer seconded. Motion passed.
DISCUSSION	<p>President's Report: Susan Duggins met with President Nick Bruno and president of the Faculty Senate, Anna Hill. From the discussion with President Bruno, the Staff Senate is tasked with developing an opinion survey for unclassified staff. The Faculty Senate survey can be used as a guideline for the staff survey. The development of such a survey falls under the auspices of the Staff Welfare Committee; however, due to the workload already placed on this committee, an ad hoc committee will be established to create the survey. Katrina Branson will serve as chair. Lindsey Wilkerson will assist with Survey Monkey web tool and distribution of the survey to employees. After completion, Duggins will present to Dr. Bruno for approval.</p> <p>Ad hoc Committee (Staff Survey): Susan Duggins, ex-officio; Katrina Branson, chair; Camille Currier; Catherine Estis; Laura Knotts; Pamela Saulsberry.</p> <p>Duggins spoke with Hill about the proposed No Smoking Policy. Both faculty and staff senates are in agreement to move forward. An outreach will be made to the current student government association asking if they wish to be included in the no smoking policy proposal.</p> <p>Due to the time length of a previously scheduled commitment, President Bruno was unable to attend the senate meeting.</p> <p>Committee Reports:</p> <p>Elections: Eligibility List is posted on the Staff Senate website and distributed via Staff Senate email list. Eligibility List will remain open until March 1. There are not as many seats available as last year since this election will primarily fill vacancies created by the term expiration of the originally appointed senators. Senators are encouraged to tell their colleagues about the election.</p> <p>Staff Welfare Committee: Meetings are held monthly. Committee will continue with revising the Staff Handbook.</p> <p>Unfinished Business:</p> <p>Kirby Campbell suggested if the committee wished to do so and upon Dr. Bruno's approval, we could seek an advisory opinion from the Louisiana Board of Ethics regarding our specific situation and questions about whether or not employees can receive prizes and what merchants can offer donations. Kirby Campbell suggested there be an Ethics opinion on specifics about whether or not employees can receive prizes and what merchants can offer donations.</p>

DISCUSSION	<p><i>Minutes of February 8, 2011 (Continued)</i></p> <p>Campbell communicated that items with a vendors name is generally acceptable. However, gift certificates may not be. Campbell explained that certain vendors would not be acceptable due to their corporate sponsorship with some facet of ULM. Further explained that any merchant or vendor who has or will seek contractual agreement with the university would not be able to offer donations. Campbell will review the Ethics publication for more information.</p> <p>Stacy Lamb asked about members of faculty senate coming to our meetings. Duggins has spoken with Anna Hill about this idea. Dr. Hill will be presenting this suggestion to the Faculty Senate for their input. Lamb suggested the staff member not rotate rather appoint or elect one person from the Staff Senate so the Faculty Senate can expect the same individual at each meeting.</p>
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Next regular meeting – March 15, 2011 @ 2:30pm, Administrative Conference Room, Library 622.

CONCLUSIONS	<p>There being no further business, Laura Knotts moved to adjourn. Gail Parker seconded. Meeting was adjourned at 2:15 p.m.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		