



# STAFF SENATE COMMITTEE

## MINUTES

AUGUST 10, 2010

1:30 PM

ADMINISTRATIVE CONFERENCE ROOM  
LIBRARY #622

(approved as amended)

<b>CHAIR</b>	Susan Duggins
<b>ATTENDEES</b>	Members: Katrina Branson, Camile Currier, Susan Duggins, Tasha Fisher, Laura Knotts, Cindy Leath, Anthony Malta, Gail Parker, Roslyn Pogue, Chris Ringo, Pamela Saulsberry, Mary Schmeer, Cori Scroggins, Brian Thorn, and Lindsey Wilkerson.  Liaisons: Lillian Brown and Dave Nicklas. Guest: Dr. Stephen Richters – Interim President.
<b>ABSENT</b>	Brandon Bruscato and Robin Taylor (excused)

### Agenda topics

<b>DISCUSSION</b>	<p>A regular meeting of the Staff Senate was held on August 10, 2010 in the Administrative Conference Room – Library #622, and called to order at 1:35 pm by Susan Duggins, chair. Roll call by Katrina Branson and it was noted that a quorum was present.</p> <p>Minutes of the previous meeting held May 10, 2010 were reviewed by the committee. No additions or corrections were made. Tasha Fisher moved to approve the minutes as presented, Gail Parker seconded, motion passed.</p>
<b>DISCUSSION</b>	<p><b>President's Report:</b> Duggins opened the meeting by welcoming everyone back after the short summer break. She mentioned that we had two new senators that will not be returning this year – Steve Kelley and Melissa Lawson, so we are faced with replacing them in order to balance out a couple of areas on the senate. Two candidates that were next in line have been approached regarding their continued interest in serving on the Staff Senate – Kirby Campbell (External Affairs/President's Office) to replace Melissa Lawson; and Catherine Estis (Student Affairs) to replace Steve Kelley. Both candidates have expressed willingness to serve.</p> <p>Duggins shared a letter received from Dr. Moffett, President of the Louisiana System, regarding the upcoming Institutional Review. They are looking to get a "snapshot" of ULM and items they can pull together to provide to the Presidential applicants. On Thursday, August 19 at 1:30 pm there will be a conference call with the Institutional Review Committee and Duggins would like to get feedback from the group of items to share from the Staff-at-Large. Duggins will send an e-mail to the Staff Senate requesting responses by Tuesday, August 17. Please provide brief bullet point items addressing our expectations and areas that need to be addressed. Keep in mind the objective is to assess the university and provide information that will assist the incoming President. The Institutional Review Committee will visit the campus September 15-17.</p> <p>Duggins called upon Dave Nicklas to give a budget update to the group.</p> <p>Interim President Stephen Richters made a few comments.</p> <p><b>Committee Reports:</b> At the May meeting, Duggins passed around list for everyone to sign-up on a standing committee. The following have been appointed/designated as Committee Chairs:</p> <p><b>Communications</b> – Laura Knotts; <b>Constitution and ByLaws</b> – Chris Ringo; <b>Elections</b> – Cori Scroggins; and <b>Staff Welfare</b>: - Katrina Branson. President Duggins instructed all committee chairs to schedule a committee meeting with their respective members before the September 14 meeting. The Committee list will be posted on the Staff Senate website. Please refer to Article VI of the ByLaws which defines the responsibilities of Standing Committees.</p> <p>The Staff Senate will meet on the 2<sup>nd</sup> Tuesday each month. Future dates of meetings are posted on the website. Please review and be familiar with Article I of the ByLaws which defines the responsibility of membership.</p>

**Continued – Minutes of 8/10/10**

**Unfinished Business:**

The "No Smoking Policy" was discussed. Duggins has shared the policy adopted by the last Senate with Interim President Steve Richters and President of the Faculty Senate – Anna Hill. All agreed that implementation was going to be a challenge. It was suggested that the Staff Welfare Committee take this policy for review and further development. Perhaps even work with an expanded group from the Faculty Senate and SGA to define an implementation strategy. It was decided to pick back up with discussion regarding the "No Smoking Policy" after the start of the fall semester.

**New Business:**

Duggins reported that Katrina Branson volunteered to fill the Secretary position. There being no other nominations from the floor, the staff senate accepted Katrina Branson as Secretary by acclamation.

R. Pogue moved to accept Kirby Campbell to replace Melissa Lawson for the President/External Affairs division, C. Currier seconded – motion passed.

L. Wilkerson moved to accept Catherine Estis to replace Steve Kelley for the Student Affairs division, C. Currier seconded – motion passed.

There being no further business, L. Wilkerson moved and P. Saulsberry seconded to adjourn the meeting.

Next regular meeting – September 14 @ 1:30 PM, Admin. Conf. Rm. – Library #622.

**CONCLUSIONS** The meeting adjourned at 2:35 pm.

Items to review for next meeting:	PERSON RESPONSIBLE	DEADLINE
Committee Chairs to call meetings before next meeting	Committee Chairs	Prior to 9/14/10