



STAFF SENATE COMMITTEE

MINUTES

AUGUST 16, 2011

1:30 PM

UNIVERSITY LIBRARY, ROOM 622

(approved as amended)

ATTENDEES	Members: Katrina Branson, Brandon Bruscato, Tresea Buckhaults, Kirby Campbell, Kelli Cole, Larry Estess, Catherine Estis, Tasha Fisher, Cindy Leath, Anthony Malta, Gail Parker, Roslynn Pogue, Heather Raley, Chris Ringo, Mary Schmeer, Cori Scroggins, Robin Taylor, Bryan Thorn, Lindsey Wilkerson
ABSENT (EXCUSED)	Laura Knotts, Stacy Lamb

Agenda Topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on August 16, 2011 in the University Library Room 622 and called to order at 1:30 pm by Chris Ringo, President. A quorum was present.
MINUTES	Minutes of the previous meeting held May 17, 2011 were reviewed by the committee. Changes were proposed by Gail Parker. Amendments were noted. Heather Raley moved to approve the minutes as amended; None opposed. Motion passed.
DISCUSSION	<p><u>President's Report:</u> Chris Ringo welcomed and introduced Kelli Cole to the Staff Senate, replacing the open position vacated by Pamela Saulsberry.</p> <p><u>Committee Reports:</u></p> <p>Staff Welfare: Committee working on Staff Handbook. Committee report distributed to staff senate. Katrina Branson, committee chair, asked if any other staff senate members would like to assist and work with the committee.</p> <p>New Business:</p> <p>All staff senate members from the previous year remain on their respective committees. Incoming members have not been assigned to a committee. Although, not addressed in the Bylaws, there is an opportunity for all members to change committees at this time. There may be some discussion in the future to include in the Bylaws, committee member selections and committee chair appointments.</p> <p>Staff senate meeting dates were set for the 2nd Tuesday of every month now until the end of the spring semester in May. There were no known conflicts with the university calendar. Kathy Masters has reserved Library 622 conference room for the staff senate meetings on those dates.</p> <p>ULM organizational structure has changed which requires changes to the structure of the staff senate and its Constitutions & Bylaws. Lindsey Wilkerson mentioned for elections purposes there will be changes. Kirby Campbell, Constitutions & Bylaws Committee Chair, will convene a committee meeting with Ringo to review what should be amended for compliance with the new organizational structure. After the committee meets, the changes recommended will be brought forth to the staff senate.</p> <p>Investiture for President Nick Bruno will be held on Sunday, October 2, 2011 in Brown Hall. There will be a weeklong series of events with the culmination of events taking place on Sunday. There will be a limited number of seats available. There will be events, some outdoor, where employees will have an opportunity to participate. Accordingly, Ringo suggests the staff senate issue a proclamation along with other official, historical documents for the investiture. The proclamation statement would consist of a few paragraphs written on behalf of the staff senate in support of Dr. Bruno as president of the institution. Ringo charged the Communications Committee, Laura Knotts, is Chair, to spearhead the project. Absent from the meeting, Ringo will inform Knotts and assist with formulation of the intended proclamation. The proclamation drafted will be presented to the staff senate for approval with the final document prepared by October's meeting.</p>

DISCUSSION	<p><i>Minutes of August 16, 2011 (Continued)</i></p> <p>Lillian Brown is now an unclassified employee. Brown has been serving as classified employee liaison in the staff senate. The position as liaison was not an elected position. Constitution & Bylaws committee will discuss and determine if position should be elected or appointed and if there should be a formal release of Brown and her position/duties.</p> <p>Wilkerson pointed out reference to David Nicklas on staff senate website as liaison to the President. Ringo concluded the Chief Business Officer would assume the position of liaison to the President.</p> <p>Unfinished Business:</p> <p>Ringo gave an update on the progress of administering the staff senate survey. Wilkerson assumed the role of gathering information and making contact with the Office of Sponsored Programs & Research to determine requirements of the Institutional Review Board (IRB) to gain approval for conducting the survey. Survey must include certain disclaimers and other specific information as required by IRB; survey is voluntary. Ringo, Wilkerson, and Branson will complete the online training courses for academic research as required by IRB prior to conducting an academic research survey. Catherine Estis explained the online training and IRB process assures all parties understand the responsibility of administering the survey, and expectancy of privacy and protection of survey participants. Those taking the online course will receive a certificate of completion. There are still a few changes to be made to the staff senate survey. Wilkerson, Ringo, and Branson will review and revise as needed.</p>	
<p>Next regular meeting – September 13, 2011 @ 1:30pm, Administrative Conference Room, Library 622.</p>		
CONCLUSIONS	<p>There being no further business, Cindy Leath moved to adjourn. Gail Parker seconded. Meeting was adjourned at 2:06 p.m.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		