



# STAFF SENATE COMMITTEE

## MINUTES

SEPTEMBER 13, 2011

1:30 PM

UNIVERSITY LIBRARY, ROOM 622

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

## Agenda Topics

<b>CALL TO ORDER</b>	A regular meeting of the Staff Senate was held on September 13, 2011 in the University Library Room 622 and called to order at 1:30 pm by Chris Ringo, President. A quorum was present.
<b>MINUTES</b>	Minutes of the previous meeting held August 16, 2011 were reviewed by the committee. Changes were proposed by Gail Parker. Amendments were noted. Gail Parker moved to approve the minutes as amended; None opposed. Motion passed.
<b>DISCUSSION</b>	<p><b><u>President's Report:</u></b> See New Business and Unfinished Business</p> <p><b><u>Committee Reports:</u></b></p> <p><b>Communications:</b> Chris Ringo talked with Laura Knotts regarding the proclamation to be presented at the investiture on behalf of the Staff Senate. Ringo will compose a draft and present to the Staff Senate for further input and approval. Lindsey Wilkerson mentioned the investiture would include an area for congratulatory expressions from various institutions, individuals, supporters, etc. Suggested this area for the Staff Senate proclamation.</p> <p><b>Constitution &amp; Bylaws:</b> Kirby Campbell presented the report. Committee discussed two items:</p> <p>(1) Replacement of Lillian Brown's position as Civil Service classified employee liaison. The Constitution &amp; Bylaws do not address this position. The inclusion of a classified employee was part of ULM's Shared Governance. The committee concluded the classified employee position as an addition to the Staff Senate was a courtesy and is not considered part of the Constitution &amp; Bylaws. Ringo agreed with the committee's recommendations and will forgo replacing the classified employee position.</p> <p>(2) Campbell presented to the Staff Senate the proposed amendments to the Constitution &amp; Bylaws as a result of changes to the institution's organizational structure. The Staff Senate will vote on the proposed amendments during the October Staff Senate meeting.</p> <p><b>New Business:</b></p> <p>Ringo asked Staff Senate for suggestions for meeting agenda topics and suggestions for philanthropic, community, and university events planned and organized by the Staff Senate. Ringo suggested talking with co-workers in respective departments to capture their thoughts about challenges or concerns the Staff Senate could address. Staff Senate is asked to report any suggestions for discussion.</p> <p>Ringo reiterated one of the duties assigned during the formation of the Staff Senate was to confer with the President and discuss what the Staff Senate could do to enhance the university and vice versa, what the university could do to elevate the staff.</p> <p>Ringo suggested a scholarship fundraiser to benefit students with financial needs, for staff attending school, or staff dependents who are ULM students. Ringo opened the floor for suggestions from the Staff Senate:</p>

DISCUSSION	<p><b>Minutes of September 13, 2011 (Continued)</b></p> <p>Catherine Estis suggested the Adopt-A-Road (or Highway) program. Estis explained the team would be responsible for going to the adoption spot once a quarter and picking up trash. Estis expressed the program is good exposure for organizations. Applications are handled by the state or local government office.</p> <p>Estis also suggested “ringing the bells” during Christmas and volunteering at local soup kitchens. Estis mentioned these organizations plan far in advance so if the Staff Senate agrees, there should be a sense of urgency to be calendared for the upcoming Christmas season.</p> <p>Knotts declared according to Constitution &amp; Bylaws, the purpose of the Staff Senate is to operate on behalf of the staff body and for the betterment of the university. Any programs, projects, or events planned by the Staff Senate should adhere. Ringo followed; Staff Senate outreach remains within the university community and is not opposed to receiving funds outside the university, as long as funds are appropriated for the university.</p> <p>Knotts reiterated bridging the gap between faculty and staff is an initiative previously discussed. Knotts raised an issue worth investigation in regard to faculty receiving a 15% bookstore discount, while the staff only receives a 10% discount.</p> <p>Stacy Lamb mentioned the establishment of a permanent program for campus recycling. Lamb expressed ULM is one of the few institutions without a recycling program. Recycling contributes to the betterment of the university community, is a worthy cause, and teaches values to the younger generation.</p> <p>Tresea Buckhaults explained a recycling program had been previously implemented by Residential Life and many students did not place items in the proper containers. Recycling companies will not pick up contents in the container if intended recyclables are not properly disposed. Wilkerson suggested implementing the recycling program within individual offices on campus. It was mentioned recycling programs have been implemented on a volunteer basis within various offices on campus; however, some employees transfer or leave the university and the program ends.</p> <p>Roslynn Pogue mentioned the success of the Child Development Center requests for recycling ink cartridges and agreed a recycling program would work if consistent.</p> <p>Ringo will take all ideas and suggestions into consideration and asks Staff Senate to continue looking for suggestions read in publications or other communications.</p> <p><b>Unfinished Business:</b></p> <p>Ringo gave an update on the progress of administering the Staff Senate survey. Katrina Branson has completed the IRB required training. Wilkerson and Ringo have begun training and will work toward completion so the survey can be distributed and results analyzed.</p> <p>Ringo will contact new members regarding committee assignments.</p>	
<p><b>Next regular meeting</b> – October 11, 2011 @ 1:30pm, Administrative Conference Room, Library 622.</p>		
CONCLUSIONS	<p>There being no further business, Heather Raley moved to adjourn. Tresea Buckhaults seconded. Meeting was adjourned at 2:06 p.m.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		