



# STAFF SENATE COMMITTEE

## MINUTES

OCTOBER 11, 2011

1:30 PM

UNIVERSITY LIBRARY, ROOM 622

**(approved as amended)**

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

## Agenda Topics

<b>CALL TO ORDER</b>	A regular meeting of the Staff Senate was held on October 11, 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 September 13, 2011 were reviewed by the committee. No changes were noted. Gail Parker moved to approve the minutes; Anthony Malta seconded. Motion passed.
<b>DISCUSSION</b>	<p><b><u>President's Report:</u></b> Thanked everyone for attendance. Will follow-up and make contact with new senators regarding committee assignments.</p> <p><b><u>Committee Reports:</u></b></p> <p>Katrina Branson provided an update on the Staff Welfare Committee's progress of the Staff Handbook. All sections have been reviewed by the committee. Committee scheduled to meet on October 25, 2011 to combine all revisions and provide a draft for the next Staff Senate meeting.</p> <p>Elections Committee anticipates new organizational structure and <b>employee count within new structure</b> may change makeup of Staff Senate. Too early to determine the number of senators to be elected for each organizational unit. However, Lindsey Wilkerson will provide a preliminary report of employee count <b>by</b> organizational structure.</p> <p><b>Old Business:</b></p> <p>Committee voted on two proposed amendments to Constitution &amp; Bylaws. <b>These amendments resulted from the recent change in the University's organizational structure.</b></p> <p><b>Amendment to Article III – Membership (Constitution).</b> Constitution &amp; Bylaws committee has recommended the following changes <b>due to the reorganization within Vice Presidential</b> divisions.</p> <p>Membership shall be composed of unclassified staff, including faculty not meeting the definition of "general faculty" as specified in the Constitution of the Faculty Senate of the University of Louisiana Monroe. The University President, <del>Vice Presidents</del>, <u>Vice President for Academics, Executive Vice President, Vice President for Student Affairs, Special Assistant to the President, Chief Business Officer</u>, Athletic Director, and Executive Assistant to the President are not eligible for election to the Staff Senate.</p> <p>All in favor. No one opposed. No objections. Amendment passed.</p> <p><b>Amendment to Article V – Membership, Section 2, Representation (Bylaws).</b> Constitution &amp; Bylaws committee has recommended the following changes to the wording from "division or area" to "organizational unit."</p> <p>Section 2. Representation. Senate membership shall be comprised of representatives from <u>the following organizational units: Athletics, Chief Business Officer, President's Office (including Internal Audit, Compliance</u></p>

DISCUSSION

*Minutes of October 11, 2011 (Continued)*

Services and Public Information), Vice President for Academics, Executive Vice President, and Vice President for Student Affairs each vice presidential division and athletics. Representation shall be proportional based upon the total number of unclassified staff employed therein. There shall be two (2) senators elected from each organizational unit area or vice presidential division with an additional senator elected for each twenty (20) employees in that organizational unit division. The maximum number of senators serving on the senate from any vice presidential division organizational unit shall not exceed five (5). For election purposes only, those employees working in the Office of the President shall be combined with those in Division of External Affairs.

**Amendment to Article V – Elections (Bylaws).** 1. Eligibility will be extended to Unclassified Staff from the vice presidential division or area organizational unit lacking a nominee who have been employed at ULM for at least six (6) consecutive months.

2. Extend eligibility to Senate members from that vice presidential division or area organizational unit that are completing their term limit.

3. If after the above two (2) provisions have been exhausted and the division organizational unit is still lacking a nominee, the senate seat will be forfeited until the next annual election.

All in favor. No one opposed. No objections. Amendment passed.

Ringo looking further into public service or fundraising. Leaning more toward fundraising opportunities. Talked to Cindy Leath (ULM Foundation). Will keep working toward these endeavors. Advised Staff Senate to remain open to other fundraising efforts for scholarships and pass along suggestions.

Stacy Lamb acknowledged Tresea Buckhaults' department, Residential Life attempt at recycling. Suggested soccer team could coordinate their efforts to ask for cooperation from all athletics to sort recyclables. If all Athletics could not participate, soccer team is okay with taking on recycling tasks of collecting and sorting. Lamb asserted paper and plastic are the easiest to recycle. Catherine Estis stated some facilities may not accept paper recyclables if labels/paper is not removed from the outside. Stacy agreed to do further research on recycling program and convey relevant information to Ringo.

Ringo agreed there is great opportunity for recycling on campus. Child Development Center is currently recycling ink cartridges, small electronics, and other similar items. Noted the Northeast region lacks glass recycling facility. Wilkerson mentioned glass recycling facility in Baton Rouge, which received grant funding. Although not confirmed by a manager, Ringo verified with an associate at Target and they will accept glass recyclables. However, there may not be a large area there for drop-off and no knowledge of where glass recyclables are taken.

Buckhaults recalled Brookshire's has recycling bins outside their stores. Willing to try recycling efforts again in Residential Life.

**New Business:**

Ringo mentioned Interim VP for Academic Affairs, Dr. Eric Pani, has organized informational meetings regarding the GRAD Act, which will have a significant impact on our institution, as well as all other ULS institutions. University is required to meet certain performance standards. Dr. Pani asked if Ringo would sponsor a meeting for staff. Ringo will confer with Dr. Pani about scheduling an informational meeting for staff.

Question was asked about whether the meeting would be appropriate for classified staff. Gail Parker suggested there should not be a problem with classified staff being invited to the informational meeting. The meeting lasts approximately 1.5 hours. Parker estimated there are roughly 400 classified staff. The more people attending informational meeting regarding the GRAD Act, the better. Sessions can be held one each in the morning and afternoon. Parker recalled meeting held in the Nursing building today was not well attended. Many agreed meeting was not communicated to committee members.

Parker explained GRAD Act, Granting Resources and Autonomy for Diplomas Act, is mandated by law, and established as the foundation of how state funds are allocated and establishes regulations for tuition increases. The Act grants the institution certain autonomies if performance standards are met. For example, we can independently manage purchases, contracts, etc. There are certain goals which must be attained, for example acceptable graduation rates. Consequently, if the university does not meet certain benchmarks, tuition may not be increased. The state has not funded mandated costs, such as retirement and insurance rate increases, which the university has absorbed for the last 3 or 4 years, nor is it anticipated to fund for next year. Institutions agreed to be responsible for making the GRAD Act beneficial and substantive. Institutions that do not meet their goals may not have budget leeway. The university should note President Nick Bruno is evaluated on his performance of the institution as outlined in his contract.

Anthony Malta reiterated the GRAD Act is an important piece of legislation and it is incumbent upon the university as a whole to meet benchmarks and mentioned, it would be beneficial employees to attend the informational meeting. Malta emphasized the main focus is for all employees to realize what each of us can do to keep that one extra student in school, what can we do to keep that student from going home.

DISCUSSION	<p><b>Minutes of October 11, 2011 (Continued)</b></p> <p>What you do will make a difference whether they stay or leave. His department, Registrar, has already been contacted for information in relation to the GRAD Act.</p> <p>Kirby Campbell mentioned the Office of Legislative Auditor and the Board of Regents legislative auditor will monitor the university's Grad Act performance.</p> <p><b>Unfinished Business:</b></p> <p>Lindsey Wilkerson gave an update on the feedback received from constituents within his organizational unit, University Relations, now Public Information, compiled by Cindy Leath, Kirby Campbell, and Wilkerson. Employees would like to see more transparency in the decision-making progress and input on salaries. Although budget is online, complete budget is not. Parker explained departments have budget books and any employee can review a budget book in the University Library.</p> <p>Other feedback included staff participation and input in office space allocation, routine training for email use, travel regulations, payroll policies, purchasing regulations, and Banner training on a regular basis. Other inquiries included staff concerns regarding earning overtime and concerns about the timesheet process being cumbersome. Parker explained the university is currently working on a system to process timesheets online. Wilkerson will email feedback to Ringo.</p> <p>Ringo encouraged the Staff Senate to continue to talk to coworkers about concerns the senate may address as appropriate.</p>
------------	---

**Next regular meeting** – November 8, 2011 @ 1:30pm, Administrative Conference Room, Library 622.

CONCLUSIONS	There being no further business, Cindy Leath moved to adjourn. Gail Parker seconded. Meeting was adjourned at 2:05 p.m.
-------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		