



**STAFF SENATE
STAFF WELFARE COMMITTEE**

MINUTES

NOVEMBER 3, 2010

3:00 PM

STUDENT CENTER, ROOM 163

ATTENDEES	Members: Katrina Branson, Roslynn Pogue, Mary Schmeer, Pamela Saulsberry, Robin Taylor
ABSENT	Brandon Bruscato, Anthony Malta

Agenda Topics

CALL TO ORDER	A regular meeting of the Staff Welfare Committee was held on November 3, 2010 in the Student Center, Room 163 and called to order at 3:00 p.m. by Katrina Branson. Roll call taken by Katrina Branson and noted that a quorum was present.
MINUTES	Minutes of the previous meeting held October 6, 2010 were reviewed by the committee. Mary Schmeer moved to approve the minutes; Roslynn Pogue seconded. Motion passed.
DISCUSSIONS	<p>The Staff Welfare Committee met to discuss the university's Staff Handbook for unclassified employees. Most of what has been included in the handbook thus far was taken from the Faculty Handbook. The committee is charged with reviewing, revising, and organizing the ULM Staff Handbook.</p> <p>Robin Taylor will review Anthony Malta's section and vice versa.</p> <p>Section 2. University</p> <p>PROPOSED CHANGES</p> <p>Section 2.1. Vision Statement – copy from Strategic Plan</p> <p>Section 2.1.1. Mission Statement – copy from Strategic Plan</p> <p>Section 2.1.2. Core Values – copy from Strategic Plan</p> <p>The committee discussed whether or not to include Goal 2 from the Strategic Plan pertaining to staff, <i>Enhance the Culture of Staff Excellence</i>. The committee agreed that including would be extraneous information and therefore, will not be include in the Staff Handbook.</p> <p>Section 2.2. The University Organization – no changes (Sections 2.2.1 – 2.2.10)</p> <p>Section 2.2.11. Staff Senate – should read as Staff Senate Constitution & Bylaws</p> <p>Section 2.2.11.1. Purpose of Staff Senate – should read as Staff Senate Constitution & Bylaws</p> <p>Section 2.2.12. University Committees and Councils. "This document will refer to this individual as the appointment agent. Will confer with Staff/Faculty Senate president for clarification on "this document."</p> <p>Section 2.2.12.1 Duties of Chairs of University Level Committees – no change</p> <p>Section 2.2.12.2. University Level Committee Minutes – remove "...it is desirable that all minutes should follow an established form." Omit "Minutes of the Meeting" sections a-g. The committee agreed the format of meeting minutes is located elsewhere and may be irrelevant for purposes of the Staff Handbook.</p> <p>Section 2.3. Administrative Organizational Chart – no change</p> <p>Anthony Malta will review assigned Section 4 (Service and Privileges) at the next committee meeting.</p> <p>All sections approved by the Staff Welfare committee will be brought forth to the Staff Senate for recommendations and final approval.</p>

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CONCLUSIONS	There being no further business, Katrina Branson adjourned the meeting at 3:50 p.m.
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Next regular meeting – December 8, 2010 @ 3:00pm, Student Center, Room 163. – **POSTPONED**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
INCLUDED IN REPORT	COMMITTEE	ONGOING