



STAFF SENATE MINUTES

MINUTES

FEBRUARY 17, 2016

10:00AM

**UNIVERSITY LIBRARY,
ROOM 622**

ATTENDEES	Jarrold Breithaupt, Arely Castillo, Kelli Cole, Kristi Davis, Katie Dawson, Kirby Campbell, Jason Dunavant, Chance Eppinette, Amy Estes, Russell Hollis, Treina Landrum, Sabrina McClain
ABSENT (EXCUSED)	Mary Schmeer, Michael Davis
VISITORS	Therese Filhiol, Jay Curtis, Dan Dejarnette

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on February 17, 2016 in the University Library, Room 622 and called to order at 10:05 am by Kelli Cole, President. A quorum was present.
MINUTES	<p>Minutes of the regular meeting on January 20, 2016, special session on January 25, 2016, and joint special session with the Faculty Senate on January 28, 2016 meeting were reviewed by the committee.</p> <p>Senator Dunavant moved to approve the minutes; seconded by Senator Landrum. Motion passed.</p>

DISCUSSIONS	<ul style="list-style-type: none"> ❖ Roll Call ❖ Approval of meeting minutes from the following meetings: regular meeting on January 20, 2016, special session on January 25, 2016, and joint special session with the Faculty Senate on January 28, 2016. ❖ Corrections/Discussion - None ❖ Guest Speaker: Julie Letlow – Director of Communication & Marketing, Office of Public Information <ul style="list-style-type: none"> - Ms. Letlow began the meeting by showing the design of the new ULM website. The website is the face of the university and it serves as an important recruiting tool. - Next, she introduced the OPI team and reviewed their responsibilities:
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* **Emerald Harris (Photographer)** - To request that Ms. Harris photograph your event, please complete the request form which can be found on the OPI website. In most cases, at least three proofs are taken. Please give Ms. Harris a courtesy of about 2 weeks when submitting requests.

* **Brice Jones (Media Relations and PR work)** - Please send in your events about one month in advance. The Spring edition of the ULM magazine will be placed in mailboxes around March 1.

* **Srdan Marjonovic (Billboard campaigns and artwork)** - Srdan is responsible for the marketing campaigns for Athletics.

* **Shanette Washington (Design Requests)** - If you are submitting a new design, please give Shanette about 3 weeks. For old design updates, please allow her about 2 weeks. Please be aware that there are times when OPI is swamped with requests and you may be asked to outsource the design. When a design is outsourced, please bring the design back to OPI. OPI has an outsourcing list that they can share with the ULM Community.

- OPI's goal is to create more consistency across the university when using logos. You can find the "Identity Standards Manual" on the OPI website. This manual lists the do's and don'ts to follow when using university logos. Slight changes have been made to the official university colors. Logos can be downloaded from the OPI website. Employees should be able to notice a change in the quality of the services that are being provided as OPI is going for a cleaner and more modern look.
- Please send any suggestions to Ms. Letlow. OPI is working with limited resources right now, but they will do their best to fulfill all requests.
- Please note when using university photos, you should contact OPI for a copy of the photo. This will ensure that you are getting photos with the highest resolution.
- If you need extra copies of brochures or the ULM magazine, OPI has extra copies.

❖ **Committee Reports**

- **Staff Welfare Committee** – The committee has been working on updating the Staff Handbook. The updated changes have been made and will be sent to Melissa Ducote and Dr. Graves for approval. President Cole is working with the committee that is making revisions to the Faculty handbook. Her and Melissa Ducote are in the process of going through the faculty handbook and pulling out information that pertains to all employees. The committee's goal is to make the handbook more organized by separating information and grouping like topics. They are also making necessary additions and deletions. Policies will not be stated in the manual to reduce space and all information relating to policy will include a link directly to that

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policy. Recommendations that have been made by Senator Cole are: 1) there should only be an electronic copy of the handbook since it must be updated often, 2) new employees should sign a statement that they have reviewed the handbook, 3) an annual date to make revisions to the handbook should be set, and 4) and there should only be one handbook with separate sections for information that is relevant to all employees, a staff section, a faculty section, and a student section. Civil Service employees have their own handbook.

- o **Communications** – No Report.
- o **Elections** - Nominations will be held in the middle of March and elections will be held in April. In order to determine the number of seats available for each area, each organizational unit is given two base seats and an additional senator is elected for every 40 employees. Please spread the word about the upcoming nominations. You can either nominate yourself or someone else. There will be 8 vacancies.
- o **Constitution and Bylaws** – No Report.

❖ **Unfinished Business**

- o **Joint Resolution** – The Staff Senate had a joint meeting with the Faculty Senate to prepare a joint resolution. Dr. Gissendanner and President Cole were interviewed by the local news station concerning the resolution. The special session will end on March 9th. A question was asked about how cuts will affect the employee tuition waiver. At this time, there has been no talk of cuts affecting the waiver.

The original budget cuts figure for ULM was approximately \$1.4 million dollars. There has already been a \$1.3 million dollar to the TOPs program. Furloughs are not being factored in at this time.

NEW BUSINESS

❖ **Open Floor Discussion**

- o **Timeclocks** – The policy is still being decided as to how to proceed with this issue.

CONCLUSIONS

There being no further business Senator Estes made a motion to adjourn; Senator Dawson seconded. Motion passed. The meeting adjourned at 11:16 a.m.