University of LOUISIANA at Monroe

STAFF SENATE MINUTES

MINUTES   MAY 13, 2015   9:00 AM   UNIVERSITY LIBRARY, ROOM 622

ATTENDEES	Jarrod Breithaupt, Kelli Cole, Michael Davis, Kristi Davis, Jason Dunavant, Richard Duran, Amy Estes, Seth Hall, Shelley Johnston, Meghan Mazza, Kyle O'Neal, Patricia Pate, Whitney Sutherland, Lindsey Wilkerson, Sabrina McClain, Katie Dawson, Arely Castillo, Treina Landrum, Mary Schmeer, Chance Eppinette, Russell Hollis, Cyndy Robertson
EXCUSED	
ABSENT	

Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on May 13, 2015, in the University Library Room 622 and called to order at 9:01 am by Michael Davis, SS President. A quorum was present.
MINUTES	Minutes of the April 2015 meeting were reviewed by the committee. Senator Dunavant moved to approve the minutes; seconded by Senator Hall. Motion passed.
DISCUSSIONS	Welcome New Members and Appreciation to Past Members Staff Senate President's Report: Unfinished Business: - Approval of April 2015 meeting minutes Evaluation Update - Staff Senate President - no official files will be sent to Human Resources, just the planning page will be sent to Human Resources. - Senator K. Davis- Planning form will have all necessary particulars. - Staff Senate President - May be a big push that all employees have a job description. Senator K. Davis - We only require job descriptions for new positions. Another issue is that there is not a central location on campus that houses all job description. - Senator Eppinette – Asked if the job posting was not enough as job description? - Senator K. Davis- Position announcement is not enough, needs to be greater detail for the reason if figuring out positions are exempt or not.

	- Staff Senate President - We do not want staff to be unclear on what they are supposed to be doing. May be something to work on from this body. Reminded table that this process is meant to benefit everybody. - Senator Wilkerson - Two people contacted him about the evaluation. People noted that the options for choices were not on the actual evaluation. Also the communication was not well done. We needed a meeting to let everyone know what is going on. - Staff Senate President - Training document will be going out which will help out moving forward. We expect staff members will not sign something if they do not know what is going on. - Senator Wilkerson - A general session would have been highly beneficial for educating the staff on how it would affect them. - Senator Eppinette - Was the participation good for the first time? - Senator K. Davis - We had a high percentage rate of phase 1. For phase two 75-100 colleagues did not do the evaluation. - Staff Senate President – The reporting is 100% anonymous. Staff Senate will make recommendations of any changes to the process and evaluation moving forward. New Business: - Vice president will have a commitment for two years; third year is optional as past president and does not take a seat. Nomination and Election for Secretary - Senator Dawson- Senator K. Davis motioned, seconded by Senator Wilkerson (Number of votes- 8) - Senator McClain- Senator Castillo motioned, Senator Hollis seconded (Number of votes- 10) Nomination and Election for Vice President - Senator K. Davis – Senator Cole motioned, Senator Schmeer seconded (won unopposed) Introduction of New President, Senator Cole - Staff Senate President passed the gavel to Senator Cole. - New Staff Senate President Cole- Parliamentarian will be Katie Dawson. Meeting time for next semester will be tentatively on the 3rd Wednesday of every month at 9:00am. If something comes up over the summer, please just let Senator Cole know. August 19, 2015 will be the next staff senate meeting. Meetings can be moved if need be. Open floor discussion:
Next Regular Meeting – August 19, 2015 at 9:00am, Library 622	
CONCLUSIONS	There being no further business Senator Breithaupt made a motion to adjourn; Senator Sutherland seconded. Motion passed. The meeting adjourned at 9:42 a.m.