STAFF SENATE COMMITTEE

MINUTES   SEPTEMBER 14, 2010   1:30 PM   STUDENT UNION BUILDING, BALLROOM C

ATTENDEES	Members: Katrina Branson, Brandon Bruscato, Kirby Campbell, Camile Currier, Susan Duggins, Catherine Estis, Tasha Fisher, Laura Knotts, Cindy Leath, Anthony Malta, Gail Parker, Roslynn Pogue, Chris Ringo, Pamela Saulsberry, Mary Schmeer, Cori Scroggins, Robin Taylor, Lindsey Wilkerson Guest: Anna Hill Liaison: Lillian Brown
ABSENT (EXCUSED)	Bryan Thorn, Stacy Lamb

Agenda Topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on September 14, 2010 in the Student Union Building, Ballroom C, and called to order at 1:30 pm by Susan Duggins, President. Roll call by Katrina Branson. A quorum was present.
MINUTES	Minutes of the previous meeting held August 10, 2010 were reviewed by the committee. There was one grammatical correction. Gail Parker moved to approve the minutes as amended; Anthony Malta seconded; motion passed.
DISCUSSION	**President's Report:** Susan Duggins welcomed new senators: Catherine Estis and Kirby Campbell. These individuals were elected at the August meeting to fill vacancies created by the resignations of Steve Kelly and Melissa Lawson. Campbell agreed to serve as parliamentarian, as prescribed in the Staff Senate *Constitution and Bylaws*. Guest speaker, Dr. Anna Hill, Faculty Senate President, was appointed to serve on the ULM presidential search committee. Hill reported the Search Committee will review applicant materials, interview candidates, and make recommendations for the selection of a new president. Hill discussed the timeline of the presidential search. The committee held their first set of meetings in July to establish procedures. Advertisements were published in the *Chronicle of Higher Education*. Deadline for candidates to submit application materials is September 24, 2010. Hill explained many candidates may not apply until the last week and that it would be premature to determine the number of applicants vying the position at this point. Additionally, the Executive Search Firm hired by the University of Louisiana System (ULS) has received application materials from potential candidates which are screened and kept private. Those applicants will be narrowed down and a select number of the best candidates will be recommended for interviews. The Search Committee will review applications materials the week of October 5th and on-campus committee meetings are tentatively scheduled for the following week. The Search Committee will make recommendations to Dr. Randy Moffett, President of ULS, on their selection of potential candidates. Dr. Randy Moffett is a non-voting member of the Search Committee. The ULM Foundation advertisement appeared in Sunday's paper of *The New-Star*. Lindsey Wilkerson expressed the ULM Foundation has a vested interest in the search process and wants to ensure the university gets the best person for the job. **Committee Reports:** **Communications:** Laura Knotts, Chair, met with Susan Duggins, due to time constraints surrounding the start of the semester. Knotts explained that Wilkerson has been handing the website and that his term will expire this year. Knotts expressed that another committee member should transition into this area once Wilkerson's term expires.

DISCUSSION	***Minutes of September 14, 2010 (Continued)*** Knotts encouraged the Senate to share ideas and suggestions for campus communication, as communication or lack thereof seems to be a challenge. One suggestion is to feature an accomplishment, announcement, or bulletin on the university homepage in order to increase awareness of Staff Senate news and updates. **Constitution and Bylaws:** Committee met and discussed three areas, one of which has been addressed – the appointment of parliamentarian (Kirby Campbell). The Committee referenced Article 3 of *Constitution & Bylaws* as to the definition of a "staff member." The Committee concluded that the definition in Article 3 should be used when referring to a "staff member" for the purposes and the interests of the Staff Senate. Distribution of Staff Senate meeting minutes was discussed. Committee determined that a preliminary copy of the meeting minutes should be distributed at least five working days prior to the Staff Senate regular meetings. Lastly, the Committee explained that if there were amendments, the Staff Senate committee shall be notified in advance at least 30 days prior pending a committee vote. **Elections:** Tentative dates were discussed for online election dates. Wilkerson explained there may be a difference in the number of seats available this year, which is determined by the number of staff in each division. Because ad hoc reports are now generated from Banner, determining the number of seats for each division may be a little more difficult. **Staff Welfare:** Staff Welfare Committee met to discuss the university's Staff Handbook for unclassified employees. Previous assignments had been given to the prior year Staff Welfare committee. The previous committee used the Faculty Handbook as a template for compiling information and formatting pages for the Staff Handbook. Sections of the Staff Handbook were divided among committee members to edit, review, and revise (if needed). Katrina Branson emailed committee members a working copy of the Staff Handbook so that each member could choose which section(s) to complete. The committee was encouraged to peruse the University Policies Database for reference. <u>**Unfinished Business:**</u> The Institutional Review Committee (IRC) will be campus. There are three members of the IRC who were appointed in conjunction with the ULM presidential search. The committee has been engaged in various activities throughout the search process prior to coming on campus. Several documents have been reviewed, statistics examined, and phone interviews conducted by the IRC. The IRC has asked to meet with the Senate, as representatives of the university staff, and has established a set of questions to gather opinions on the state of the university. There has been no indication of what topics or what questions will be asked. Duggins shared with the Staff Senate the proceedings of the IRC phone interview she participated in, which included a script of ten questions that were asked of all individuals who had been interviewed by phone. Duggins encouraged the committee to be forthright and take advantage of this opportunity to share what we as a body would like to reveal to the incoming president about the culture, climate, and future of the university, among other things. Duggins talked briefly about the Staff Senate committee's approach to questions and topics that will be asked by the IRC. The Senate was also encouraged to consider the strengths, challenges, and priorities that should be addressed by the future president: community support, alumni support, athletics, rapport with other universities, understanding that challenges and issues can have two different meanings.

Next regular meeting – October 12, 2010 @ 1:30pm, Administrative Conference Room, Library 622.

CONCLUSIONS	There being no further business, Pamela Saulsberry moved to adjourn. Roslynn Pogue second. Meeting was adjourned at 2:30 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		