

Staff Senate

Held on: April 8, 2003, 10:00 a.m.
Held at: Mary & John Gray Library 7th Floor

Senators present:

Kay Adamson, Julie Alford, Valerie Black, Vonda Browning, Jana Daigle, Gail Davis, Sherri Fitzgerald, Tom Griffin, Eddie Henley, Tina Johnson, Charlotte LeBlanc, Diana Licatino, Dawna Mitchell, Brenda Oliver, Diann Palmer, Elton Payne, Kathy Pierce, Cindy Rhoden, Chad Smith, Wendy Smith, David Stafford

I. Call to Order

The meeting was called to order at 10:00 a.m. by President Eddie Henley.

II. Roll Call

The roll was called by Tina Johnson. A quorum was seated. There were 21 members present.

III. Minutes

The meeting minutes from March 11, 2003 were accepted as written. Tina Johnson will post the minutes to the Staff Senate website.

IV. Committee Reports

Executive Board:

Eddie Henley reported information from the last meeting with Dr. Simmons on the following topics:

Employee computer access: The matter has been resolved.

Fitness Center: Social security numbers will not be required. All members must submit a valid picture identification card.

Merit Pay Plan: The Staff Senate Executive Board along with Mike Ferguson, JoAnn Russell, and Wendy Smith will meet on Wednesday, April 9, 2003 to discuss the 1st draft.

Staff Recognition and Retirement Awards Policy and Procedure: Dr. Simmons returned the 1st Draft. The Staff Awards Committee will meet to discuss the needed changes.

Community Service Committee: Jana Daigle reported information from the last meeting in regards to changing the menu selection to tacos for the March of Dimes lunch. The committee discussed having Chartwells split the bill with Staff Senate. Dr. Simmons will be participating in the March of Dimes walk and he will also sponsor the Franklin Mile.

Bylaws Committee: Sherri Fitzgerald, chair, read the amendments to the wording of Article 3, Section 5, Number 3 regarding the Parliamentary Advisor position. The amendments are as follows: The Staff Senate President, Vice-President, and Secretary will all act as Parliamentary advisors for all meetings of the Staff Senate and assigned sub-committees where business is conducted on behalf

of the Staff Senate. Also, "Parliamentary Advisor" will be deleted from Article IV, Section 1. Cindy Rhoden made a motion to accept changes to Article 3, Section 5, Number 3 and to Article IV, Section 1 in relating to the Parliamentary Advisor position and Kay Adamson seconded. The Senate accepted the changes unanimously.

V. Unfinished Business

Merit Pay Plan

Staff Recognition and Retirement Awards Policy and Procedure

Budget Committee- Salary comparisons

Nominations Committee- Fill vacant positions

Community Service Committee- March of Dimes

VI. New Business

Jana Daigle made a motion for Staff Senate to pay for the March of Dimes lunch totaling approximately \$150.00 and Cindy Rhoden seconded. The Senate approved the payment unanimously.

Valerie Black and Karen Wells suggested that we place yellow ribbons around campus and wear yellow ribbons in support of the troops out of the country. The Community Service Committee will call a meeting to discuss these issues.

Wendy Smith, from the Developmental Studies Department, discussed that the department is growing rapidly and is need of help in order to better accommodate TASP restricted students during heavy advising times. Developmental Studies is looking for staff members who are willing to assist with advising and registration during new student orientation and the week before each semester begins. Developmental Studies will provide training sessions in TASP advising. All staff interested in attending may do so with their departmental supervisor's permission. The TASP training session schedule will be placed on Mirabeau.

VII. Good of the Order

JoAnn Russell gave all senators a copy of the April 2003 Human Resources newsletters regarding the Employee Retirement System (ERS) possible budget cuts that will go into effect on May 1, 2003. JoAnn explain the Health Insurance Portability and Accountability Act (HIPAA). Employees can no longer bring bills to Human Resources for an explanation or question. The employee must complete a waiver and submit it to Blue Cross/Blue Shield before Human Resources can provide assistance.

Jana Daigle stated that all Lamar University employees have an email account. Each employee must go to the computer center to activate their account.

Eddie Henley asked all senators to distribute information from the Human Resources newsletter.

VIII. Adjournment

The meeting was adjourned at 10:55 a.m.

Tina Johnson