



# STAFF SENATE MINUTES

## MINUTES

August 28, 2019

10:00 AM

ULIB 622

<b>President</b>	Deborah Beaver
<b>ATTENDEES</b>	<p>Senators: Colton Bernstein, Kristin Chandler, Fernando Cordova, Dan DeJarnette, Jason Dunavant, Leslie Exmeyer, Andrew Hardee, Christie Hemphill, Sabrina McClain, Meghan Olinger, Melissa Rhodes, Allison Thompson, Lamont Windom, Hope Young</p> <p>Visitors: Mark Johnson, Katie Smith, Tom Torregrossa</p> <p>Guest Speaker: Dr. Janelle McDonald, Faculty Senate President</p>
<b>ABSENT (EXCUSED)</b>	none

### Agenda topics

<b>DISCUSSION</b>	<b>General Announcements</b>
<p>The meeting was called to order by President Beaver. Motion to approve the May and June meeting minutes was made by Senator Erica Hopko and seconded by Senator Meghan Olinger.</p>	
<b>DISCUSSION</b>	<b>Guest Speaker/Faculty Senate Update</b>
<p>Dr. Janelle McDonald, Faculty Senate President, introduced herself to the Staff Senate. She acknowledged Staff Senate’s last meeting with Dr. Ruiz as the speaker and that the Faculty Senate was awaiting the opportunity for Dr. Ruiz to speak to them. Faculty Senate is getting ready for the new year. During the upcoming year the Faculty Senate will be making some minor revisions to the Faculty Handbook and at their meetings there will be an academic report from each department.</p>	
<b>DISCUSSION</b>	<b>SGA Update</b>
<p>President Deborah Beaver stated that Staff Senate will work to communicate with SGA about student issues that might arise. The SGA President, Olivia Bailey, has a class conflict during the meeting time, but the SGA will update by report of other communication with the Senate.</p>	

**DISCUSSION**      **Committee Appointments**

President Beaver distributed a sign-up sheet where all Senators were given an opportunity to sign up for a committee they would be willing to serve on.

**DISCUSSION**      **Old Business**

Senator Lamont Windom updated on behalf of HR that the Crisis Leave Pool is waiting on approval. The draft includes one donation of leave time per year to use the leave pool.

All of the handbooks are in the process of being revised by HR.

Further clarification is being asked of Melissa Ducote regarding the following HR issues (as related to the current Unclassified Staff Handbook):

- Bi-weekly leave not matching the leave as stated in the handbook.
- Not being able to use accrued leave in the same pay period accrued not addressed in the handbook
- Information about leave time being used for holidays/university closures not addressed in the handbook.
- Employees beginning in the first quarter of the year or with less than 5 years not earning enough leave to cover university closures and a vacation.

There was discussion that these items should be included within the Unclassified Handbook so employees and prospective employees would have the information up front for calculating actual hours of freely available annual leave under the terms of their employment.

Other points/concerns expressed include the disclaimer on the Holiday schedule in reference to employees working during holidays in lieu of using leave. Some departments are allowed that option and some are rarely allowed/sometimes discouraged from seeking that option causing an imbalance in how the option is applied.

**DISCUSSION**      **New Business/Open Floor Discussion**

Mark Johnson, Assistant Director of University Police Department, shared notice was received that federal funding would be coming for CERT training (Campus Emergency Response Training) through a grant for the next 2 years. The ULM Safe app. has included an initial 1100-1200 additions over the summer with more each week. Director Tom Torregrossa, ULMPD, urge Senate to have family and friends to add the app.

Kristin Chandler, Director of ULM Career Center, noted the VA Center located in Walker Hall, is an available resource for students, faculty, and staff.

**DISCUSSION**      **Closing**

There being no other business, Senator Hardee made a motion to adjourn; Senator DeJarnette seconded. Motion passed. The meeting was adjourned.

Next meeting will be September 18, 2019, at 10:00 a.m. in ULIB 622. Dr. Bruno will be the guest speaker.