



STAFF SENATE MINUTES

March 16, 2022 10:00 am Library Conference Room 622/Zoom

Attendees	Senators: Greg Andrews, Kristal Anzalone, James Beinkemper, Mallory Benedetto, Benji Buffington, Therese Filhiol-Secretary, Andrew Hardee-Parliamentarian, Joanna Hunter, Meagan Morris, Meghan Olinger-Vice President/President Elect, Melissa Rhodes-President, Allison Thompson-Past President, Jimmy Waller, Sara Webb, Hope Young	
Excused/Absent	Visitors: Kelli Cole, Melissa Ducote, Sabrina McClain, Dana Mejia, Kelly Moravek, Jamie Norris	
	Mystee Burrell, Fernando Cordova, Robyn Jordan, Nicole Walker	
Call to Order	<p>March 2022 Staff Senate Meeting called to order by President Rhodes</p> <p>Roll taken by Secretary Filhiol</p> <p>Visitors were welcomed by President Rhodes</p>	
Approval of Minutes	<p>Motion was made by Senator Hunter to approve the Minutes of the February 2022 meeting.</p> <p>Seconded by Senator Benedetto.</p>	
Guest Speaker	<p>Melissa Ducote, Director of Human Resources –</p> <p>Ms. Ducote shared several updates and announcements from the Human Resources department.</p> <ul style="list-style-type: none"> • Jenny Jones has moved from the front desk to the position previously held by Lamont Windom. Amy Hedges Washington will be leaving ULM soon. Linda Ngo is now at the front desk. Mary Green has been hired as a new analyst for payroll. • ULM has been using NeoEd for its online job posting and application process and is now also using it for onboarding. • Job descriptions can now be uploaded directly by hiring managers rather than having them submitted and uploaded by HR staff. This means there will be a database of job descriptions available online. • A revamped new employee orientation is currently being conducted on Zoom, but will soon be converted to a face-to-face presentation. • Payroll has begun to use FLAC, an electronic process for faculty load and compensation paperwork. They hope to start using EPAFs (electronic payroll action forms) soon. They are currently being tested by the College of Health Sciences. When the testing of the process is finished, it will be rolled out slowly. • NeoEd has a system that could be adopted by ULM to make many more of the HR processes online, including a performance evaluation system and eforms. There is also capability in Banner that could be developed for eforms. The two options are still under evaluation to see which would bring the most efficiency to our efforts. • The newly-developed ULM Strategic Plan includes making HR a strategic partner for the university. Using the onboarding capabilities of NeoEd, HR can facilitate mentoring and goal setting not just for new employees, but for anyone. There 	

are also tools to use in the process of welcoming new employees beyond just the onboarding.

- Supervisor training was being developed prior to COVID, and that development will resume soon.
- Work is underway to establish a fair and equitable compensation structure for the entire institution.
- HR plans to establish and maintain a social media presence soon for example LinkedIn.
- HR looks forward to working with Staff Senate and other groups to implement the HR pieces of the Strategic Plan.

Reports of Committees

Communications – No report

Handbook – Any updates or corrections for the year, or a statement that no revision is necessary, must be submitted to the VPBA by May 1. Committee members are currently reviewing the Handbook to determine what is needed.

Constitution & Bylaws – No report

Elections – Shared a timeline of election events (*See Addendum*); updated FAQs regarding elections

Welfare – Still working on issues such as accessibility and professional development

Unfinished Business

- Accessibility issues are still being addressed; there is a responsible person in each building to whom concerns should be reported.
- The Poor Man’s Run is happening at the College of Pharmacy on April 9. It is part of Super Warhawk Weekend, which also includes numerous activities and opportunities for participation.
- The ULM Strategic Plan draft has been shared, and the final version should be posted by Friday, March 18. Senators are encouraged to familiarize themselves with the plan and be able to interact in an informed way with their constituents as the need arises.

New Business

Reminders:

- Even though Staff members can only vote for candidates who have been nominated for their division, they can nominate anyone from any division. Staff members can also self-nominate.
- Staff Senate representation at events is crucial.
- Spring Fever is next week. Announcements will go out soon.

Adjournment

There being no other business, a motion to adjourn was made by Senator Webb and seconded by Senator Benedetto. The next meeting will be April 20, 2022 at 10:00 am in the Library Conference Room 622. Guests may attend via Zoom.

Addendum to March 2022 Meeting Minutes

Staff Senate Election Timeline

Election Event	2022 Dates
Notification to eligible employees of elections	Tuesday, March 22 nd
Nomination forms online (electronic filing only)	Tuesday, March 22 nd
Nomination deadline	Friday, April 1 st @ 11:30am
Candidate Profiles online	Wednesday, April 13 th
Online Elections	Monday, April 25 th & Tuesday, April 26 th
Tie-Breaker coin toss (if needed)	Wednesday, April 27 th
Results announced	Wednesday, April 27 th
Elected Senators take office	Wednesday, May 18 th