



# STAFF SENATE MINUTES

## MINUTES

NOVEMBER 12, 2014 9:00 AM

UNIVERSITY LIBRARY, ROOM 622

ATTENDEES	Jarrold Breithaupt, Michael Davis, Jason Dunavant, Richard Duran, Amy Estes, Seth Hall, Russell Hollis, Shelley Johnston, Kyle O’Neal, Patricia Pate, Cyndy Robertson, Whitney Sutherland, Lindsey Wilkerson
ABSENT (EXCUSED)	Kelli Cole, Kristi Davis, Meghan Mazza
ABSENT	

### Agenda topics

CALL TO ORDER	A regular meeting of the Staff Senate was held on Nov. 12, 2014 in the University Library Room 622 and called to order at 9:04 am by Michael Davis, SS President. A quorum was present.
MINUTES	<p>Minutes of the previous meeting held Oct. 8, 2014 were reviewed by the committee. The following changes were requested:</p> <ul style="list-style-type: none"> <li>- Lindsey emailed changes yesterday</li> <li>- Patricia misspelled</li> <li>- Another university outside the state, colleges to be fixed</li> <li>- Meeting date incorrect at the bottom of minutes</li> <li>- Conclusion Kyle O’Neal has a capital N, fix to lower case.</li> <li>- Office spaces in the miscellaneous section.</li> <li>- Whitney scoring system like Taskstream (1-3).</li> </ul> <p>Shelley moved to approve the minutes with changes; seconded by Lindsey. Motion passed.</p>
DISCUSSIONS	<p>Staff Senate President’s Report:</p> <p>Unfinished Business:</p> <ul style="list-style-type: none"> <li>- Approval of October 2014 minutes</li> <li>- Unclassified staff evaluations system update</li> <li>-Email of Support               <ul style="list-style-type: none"> <li>o Staff Senate President- Evaluation was approved by subcommittee and administrative council. All school directors and budget unit heads, even though some have teaching element will take evaluation. Few points; effective date April 1 to May 30. Evaluation period will be from February to February, will be a 360 degree evaluation. Staff evaluation will not be included in average. This will be used for merit based pay increases and promotions. Has nine expectation areas, everyone will be graded on sections 1-6. Areas 7 and 8 will be just for supervisors. 9th</li> </ul> </li> </ul>

area is just for budget heads. Looks lengthy, but designed to be web based. There will be a five point rating system. Anyone who gets a rating of outstanding, needs improvement, or unsatisfactory will need to write comments to explain. Employees have a year to improve their performance. It should be coming out next week, where everyone will have meeting with supervisor for expectations and goal setting. Starting in April it will take full effect. This is unique to unclassified staff. Process and timing is in line with entire campus.

- Senator Wilkerson- is there training for supervisors? -
  - SS President- yes there will be training for supervisors in the spring. Will be inserted into her material for the training session. Also when new employee comes on campus or there is a promotion, the employee will undergo an evaluation no matter what time of the year it is.
- Senator O'Neal- What is the criteria for the names people will put down?
  - SS President- defined in the policy, but supervisors must submit three subordinate names (not GA or student-worker), 3 colleagues. It is okay if there are no subordinates.
- Senator Robertson - Will administrators who have been evaluated be switched over?
  - SS President- this taking place of what administrators have been doing.
- Senator Breithaupt- What is email of support
  - SS President- Expecting a lot of push back, an email will help people understand how important this is for the university and all employees. Whitney- a letter of support would be great. Senator Robertson- If we are looking for merit increase, we need something to base it off. SS President- it is why stipends were issued this year. Ideal behind it is people were hired at market value. Supervisors can make a case for the \$1,500. Senator Wilkerson- 3 people have asked about rating system, increases down the line and shouldn't we get it. This should go in our unclassified handbook. SS President- This will be inserted this spring with yearly update. To be determined where the evaluation will be housed.
- SOAR Campaign Commitment Letter – Thank you
  - SS President- Got multiple emails thanking the staff senate from some of the development staff.

New Business:

- Staff Senate Representation -
  - SS President- Always been conversation on who we represent. Met with faculty senate president, looked at both constitutions. SS

refers back to Faculty Senate Constitution. Faculty Senate definition will draw the hard line, any faculty member with instructor rank and 75% load or more. SS President represent them by administrative position, or if they teach less than 75%. We have to communicate this to all the employees so they understand where they stand. Lindsey- Would it help if Dr. Stockley and SS President to the people who are on the border, that way they know. SS President- yes would be good and we will do it. Senator Wilkerson- May want to look at this as an amendment, some positions are gone and may need to reword it so it include President Executive Council. SS President- noticed it and glad it was brought up.

- WISE (The Workforce and Innovation for a stronger Economy)- Update
  - o [www.ulsystem.edu/Wise](http://www.ulsystem.edu/Wise)
  - o SS President- hot topic, can download the executive summary online at link. WISE Fund is to allocate in 14/15 to increase the number of students in short term and completers in the long term. Some of the things the funds will do ULM was approved for 1, 372, 000 we have to match funding to bring up the amount. Not to the general fund, but will greatly enhance the university. Able to spend the money anything that is identified from the FUND. BY obtaining some of the funds, we will look to close some of the shortage of employees state wide in certain areas. Check out the website.
- Football vs UL-Lafayette
  - o Beat Lafayette! Faculty and staff recognition through the athletic foundation.
  - o Browse on the Bayou is this weekend, chili cook-off.
  - o Senator O'Neal- thanks everyone for coming out and supporting the veterans' event.

Adjournment:

Next Regular Meeting – January 14, 2015

**CONCLUSIONS**

There being no further business Senator Robertson made a motion to adjourn; Senator Breithaupt seconded. Motion passed. The meeting adjourned at 9:51 a.m.