



# STAFF SENATE MINUTES

## MINUTES

NOVEMBER 13, 2012

1:30 PM

LIBRARY 640 – ACADEMIC AFFAIRS CONFERENCE ROOM

<b>PRESIDENT</b>	Lindsey Wilkerson
<b>ATTENDEES</b>	Robin Barton, Amanda May, Camile Currier, Chris Ringo, Tasha Fisher, Kristal Anzalone, Lindsey Wilkerson, Kristi Davis, Cori Smit, Tresea Buckhaults, Larry Estess, Michael Davis, Jeff Hendrix
<b>ABSENT (EXCUSED)</b>	Kelli Cole

## Minutes

<b>DISCUSSION</b>	<p>Minutes: Call to order at 1:36pm</p> <p>Review of October minutes:</p> <ul style="list-style-type: none"> <li>- Constitution and Bylaws: Kristal Anzalone should be changed to Kristi Davis</li> <li>- Staff Welfare: Jeff Hendrix should be changed to Michael Davis</li> <li>- Unfinished Business: Jeff Hendrix should be changed to Michael Davis</li> </ul> <p>Motion to approve minutes as amended by Chris Ringo, second by Tresea Buckhaults</p> <p>President’s Report: Nothing to report</p> <p>Committee Reports:</p> <ul style="list-style-type: none"> <li>- Communications – Jeff Hendrix reported that the committee is getting customer service information from Human Resources; Communications and Staff Welfare met together about the Staff Handbook</li> <li>- Staff Welfare – Robin Barton reported that a finalized draft of the Staff Handbook will be emailed out to the Staff Senate for edits on November 13. A Table of Contents needs to be added and the Continuing Education program needs to be changed to its current name (Extended Learning and Quality Enhancement). Edits should be sent to Robin via email by December 3<sup>rd</sup>. The committee will then present the final document at the December 11<sup>th</sup> meeting with the intention of forwarding along to the President’s office for final approval.</li> <li>- Constitution and Bylaws – Chris Ringo reported that three amendments were sent to the Staff Senate members via email on October 30. The three proposed amendments are 1) amendments to the constitution on Article 4: Officers; specifically the flexibility of selection a secretary, 2) amendment to the constitution on the notification period for amendments; changing to mirror the Bylaws which states a minimum 28 day period of time, and 3) amendment to the bylaws on the ratio of representatives; going with a 40:1 ratio for each recognized department. Staff Senate will vote on these amendments at the December 11 meeting.</li> <li>- Elections – Cori Smit reported that the committee is waiting on the amendments to the Constitution and Bylaws before meeting</li> </ul> <p>New Business:</p> <ul style="list-style-type: none"> <li>- Social Media Policy <ul style="list-style-type: none"> <li>o Lindsey brought the proposed Social Media Policy to the Staff Senate for comments and feedback; <ul style="list-style-type: none"> <li>▪ Michael Davis suggested having a section to help people when they are choosing what kind of Facebook profile to build, a page or an account.</li> </ul> </li> </ul> </li> </ul>
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- Lindsey Wilkerson mentioned having a representative from the Office of Public Information as an administrator on "official university" Facebook and/or Twitter accounts.
- Robin Barton suggested removing the "Best Practice" bullet point about posting 3-4 times a week, but no more than twice a day.
- Cori Smit suggested rewording the above mentioned "Best Practice" to a suggested minimum number of posts
- Jeff Hendrix asked if there is a policy for individuals using the ULM logos as their personal profile pictures

Adjournment: Kristal Anzalone motioned; Tasha Fisher second. Meeting adjourned at 2:16pm.

Next meeting is scheduled for Tuesday, December 11, 2012 @ 1:30 PM in LIB 622 Conference Room