

Staff Senate

Held on: June 4, 2004, 10:07
Held at: 8th floor John Gray Library

Lamar University Staff Senate
June 8, 2004

Senators present:

Julie Alford Sherri Fitzgerald Shannon Klutts Diann Brodnax Sandra Tucker Valerie Black Mary Givan Helen Lack Peggy Pavlowich Margerie Weston Sandra Brooks Tom Griffin Wendi LeBlanc Kathy Pierce Sal Costa Eddie Henley Diana Licatino Sandra Robbins Jana Daigle Faye Johnnie Royce McGuire Wendy Smith Cathy Dunaven Tina Johnson Dawna Mitchell Dave Stafford

I. Call to Order

The meeting was called to order at 10:07 a.m. by President Jana Daigle.

II. Roll call

The roll was checked by Secretary, Diana Licatino and a quorum was seated.

III. Minutes

A motion for the May minutes to be accepted was made by Sherri Fitzgerald and seconded by Dawna Mitchell. Staff Senators approved them unanimously.

IV. Committee Reports

Executive Committee: Report was made by Jana Daigle. Topics discussed were, who is legally allowed to view security cameras, possibility of Staff Senate awards and who will take over March

from physical plant should be directed to Mr. Ferguson. Dr. Simmons also said if there is a complaint, there would be no repercussions.

Staff Senate awards: Dr. Simmons and Mr. Ferguson said they see no problem with as long as the award doesn't exceed \$50.00. The proposal was given to Royce McGuire to present to the Issues Committee for approval.

March of Dimes: Tina Wright resigned from the University and we asked Dr. Simmons if we would want to make the March of Dimes an event sponsored by the Staff Senate? Dr. Simmons is going to talk with Mr. Johnson to see if there is a student organization that would take over the event. The Staff Senate will continue to be involved. However we are looking at the best options to increase participation in the function.

Nominations Committee: Dawna Mitchell was not prepared to announce information from the nominations committee. Jana put Dawna Mitchell on the spot asking for the results of the

nominations. Dawna reported that all nominations were in except for four departments, Academic Colleges, Custodial Services, Finance and Student Affairs.

Dawna also announced that the following departments have elected senators:

Academic Affairs: Rose Mickins and Francis Morris

Admissions: Amanda Doiron

Facilities Management: Robert Whitmire

Information Technology: Jeremy Landry

Library: Sharon Sanders

Public Services & Continuing Ed: Diana Licatino

After the meeting it was clarified that Dawna meant to announce that the elections would be for those areas with more than one nominee. She will have official information at the next meeting.

Awards Committee: Faye Johnnie reported that she has received a handful of Distinguished Staff applications. Jana reported that the information provided by Gail Davis was sent to the auditors for questioning. The State Auditors stand strong on the policy that employee recognition awards for service time will not exceed \$50.00.

Issues Committee: Jana turned over the proposal for a new Staff Senate Award for the committee to review to Royce McGuire.

Community Service: Diann Palmer Brodnax will be implementing a new community service project that will have Lamar University giving back to the local community. The project will be collecting school supplies for the area schools. The committee will assist Diann in creating a name for the project, setting up the guidelines of the project, and implementing the project. Be on the look out for information in campus mail on this project. Full support has been given from Dr. Simmons.

The Community Service Committee will also be continuing with the March of Dimes event. If needed, the committee will take over as the lead sponsor at Lamar University.

By Laws Committee: None

V. Unfinished Business

Physical Plant emails – MSS is still waiting on the report from the Administrative Systems Department.

Security Cameras – are to be used for security purposes. Supervisors may be called in to view a particular time frame if criminal activity is involved.

VI. New Business

New Hire Benefits – new hires will be given a one time pay of \$450 if the paperwork is included in the hiring packet. The goal is that the money be used for the insurance or medical needs since the employee has to wait 90 days to get insurance coverage. They may however use the money any way they see fit. Before this 90 day wait took affect employees receive about \$936 in insurance coverage for the first 90 days.

VII. Good of the Order

Daniel Bartlett presented a New Student Mentor Program. He asked that we volunteer to mentor new incoming freshmen. He explained that there will be only 2 or 3 group meetings for the year and that the schedule of meetings between mentor and students is up to the mentor. He also explained that the retention rate for mentored students is much higher and that we really want to keep our students at Lamar University.

2004 Staff Handbooks Review & Distribution dates are June 9, 10, 16 and 17 at 10 & 2pm, call HR at 8375 to reserve a space.

Friday, June 11, 2004 will be a day of mourning in honor of the late President Reagan. The State says a skeleton crew must be left at the University. Mr. Ferguson has clarified that a skeleton crew is the police department and that physical plant may have some projects going on that will need employees to be present.

VIII. Adjournment

Meeting was adjourned at 10:40 with a request made by Sherrie Fitzgerald, a move to accept by Wendi LeBlanc and seconded by Cathy Dunaven.