

Staff Senate

Held on: August 10, 2004, 10:02 am
Held at: 8th floor John Gray Library

Lamar University Staff Senate
August 10, 2004

Senators present:

Julie Alford Gail Davis Helen Lack Peggy Pavlowich Valerie Black Connie DeSha Wendi LeBlanc
Kathy Pierce Donna Blaisdell Cathy Dunaven Diana Licatino Sandra Robbins Debbie Borel Tom
Griffin Royce McGuire Dave Stafford Gail Cokely Faye Johnnie Dawna Mitchell Sandra Tucker
Jana Daigle Shannon Klutts Gene Moye Kevin Whalen Margerie Weston

I. Call to Order

The meeting was called to order at 10:02 a.m. by President Jana Daigle.

II. Roll call

The roll was checked by Secretary, Diana Licatino. There were 25 senators present and a quorum was seated.

III. Minutes

A motion for the July minutes to be accepted with was made by Royce McGuire and seconded by Dawna Mitchell. Staff Senators approved them unanimously.

IV. Committee Reports

Executive Committee: Report was made by Dawna Mitchell. The Staff Senate Executive Board met with Mr. Ferguson and Dr. Smith on Thursday, August 5, 2004 and met with Dr. Simmons on August 6, 2004. The following items were discussed:

Current List of Senators and proposed increase

There was extensive discussion concerning the arrangement of departments and senators.

Institutional Advancement needs to be a stand alone department as well as the Office of the President. Mr. Ferguson felt that Custodial services needed to be put back under Physical Plant. Internal Operations is to be renamed to Administrative Operations. It was discussed to separate those departments under Administrative Operations, but Mr. Ferguson felt his area is well represented as it is. Internal audit answers to the system and should not be listed, this is still in discussions with HR and the Execs.

The Issues & By-Laws Committees will have to look into these changes and word the by-laws so that the Academic Colleges have one senator each. Changes to this list will become effective for the 2005-2006 nominations.

Employees taking classes and teaching classes

Mr. Ferguson has been requested to examine the policy of staff members teaching during their normal working hours. Due to the flex time policy that states work hours must be consistent across

the week an employee can not teach MWF from 8 am to 9am and work from 9 to 6 on those days, then work 8 to 5 on Tuesday and Thursday. Currently a staff member that teaches during normal working hours is to take vacation time for those hours missed, this is not audited.

Mr. Ferguson agreed that this situation has not been addressed in the past and is a concern which will be addressed for the future

Working from home

The issues committee brought questions concerning telecommuting, working via the web from home. Lamar University has a policy in place that states an employee may telecommute if they have Presidential approval. Dr. Simmons examines these cases on a one on one basis to review the facts presented to him and has now approved the Advancement Webmaster for this.

The Webmaster will also be supplied equipment to perform her job function under the guidelines set up in the contract created for this specific situation. She will be monitored daily via audio/visual equipment to assure she is performing her duties. The agreement will of employment will be short term.

After an extensive discussion with Mr. Ferguson, Dr. Smith and Dr. Simmons, all agree that this is an area of concern. The University Staff are here to support the faculty and the students to assure the University as whole functions productively. Due to the situation and with the information provided to him, Dr. Simmons feels this is a necessary measure that the University should take.

Performance Excellence Leave

The committee inquired as to how supervisors would know about the new Performance Excellence Leave that is scheduled to take place Fall 2004. Mr. Ferguson said that HR would provide information to all staff members as well as the Department Heads.

Staff Award Pins and Pendants

Jana Daigle presented the O.C. Tanner price list for the prize selection to Mr. Ferguson to look over. There will be no prize selection over \$50.00. The website for viewing the prizes should be available the week of August 9, 2004.

Names being available on the web with budget

Mr. Ferguson agreed that the budget information was not to be presented on the website. It is available on the Web for Faculty and will be available on Web for Employees once it is implemented.

Any other items Dr. Simmons would like to discuss

Dr. Simmons was not available for the August 5, 2004 meeting, he did meet with the Committee on August 6, 2004 but had no other items to discuss.

Mr. Ferguson and Dr. Smith had no items to be discussed.

Nominations Committee: Nominations for President, Vice President and Secretary need to be in by noon on Friday, August 13, 2004 to Dawna Mitchell.

Issues Committee: All issues have been tabled until next month.

V. Unfinished Business

None

VI. New Business

If you have not received your staff handbook, you will need to call or go by Human Resources.

VII. Good of the Order

Staff Senate had money left over at the end of the year so \$600 was donated to the 8th floor of the library to buy centerpieces to be used for our functions as well as other functions. Jana Daigle reported she had received thank you notes from Pam Brashier, Loraine Lyness and Camille Mouton for the generous donation to the University's 8th Floor Reception Center. These pieces will be available for any University function held in the reception center.

VIII. Adjournment

Meeting was adjourned at 10:16 with a request made by Dawna Mitchell, a move to accept by Kathy Pierce and seconded by Shannon Klutts.