

Staff Senate

Held on: December 14, 2004, 10:00
Held at: John Gray Library

Lamar University Staff Senate
December 14, 2004

Senators present:

Jana Daigle Sal Costa Steve Ford Helen Lack Diann Palmer Dawna Mitchell Gail Davis Lena Francis Brandi Lamell Peggy Pavlowich Diana Licatino Connie DeSha Eddie Henley Charlotte LeBlanc Sandra Robbins Julie Alford Amanda Doiron Charlotte Holliman Wendi LeBlanc Kathy Russell Valerie Black Cathy Dunaven Faye Johnnie Royce McGuire Sharon Sanders Donna Blaisdell Sherri Fitzgerald Shannon Klutts Liz Mitchell Dave Stafford Gail Cokeley

I. Call to Order

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

II. Roll call

The roll was checked by Secretary, Diana Licatino. There were 26 senators present at roll call and 5 senators entered later. There was a quorum seated.

III. Minutes

November minutes were unanimously approved after a motion by Sherri Fitzgerald and seconded by Shannon Klutts.

IV. Committee Reports

Executive Committee: We did not meet with Dr. Simmons this month.

Issues were addressed to Dr. Simmons via email by the President Jana Daigle. Dr. Simmons has acknowledged this email and will be addressing the issues later with the Executive Committee.

- The webmaster position ends December 31, 2004.

The new Lamar University website is to be launched in March 2005.

The Advancement Office is looking into hiring the current Webmaster as contract labor until the project is completed. Dr. Simmons was made aware of the legal issues involved in the security aspect this situation and assures the Staff Senate that they will cover all legal bases before a decision is made.

- The second issue is staff members working 40 hours a week and teaching a course which they get extra pay for during those hours.

⌘ Should they have to record their time away from their normal work duties?

⌘ Who is going to be the record keepers of this?

⌘ Why not require them to teach after their normal working hours.

- Staff taking courses during working hours. The policy states that if the course is offered at night the staff member has to take it at night. Shouldn't the supervisor be the person to determine if their staff may use the benefit and take a course during their working hours?

Staff Awards Committee: The committee has basically wrapped up the 2003-2004 Staff Awards. Three staff members had problems with their items and had to return them, all three items were received back on December 13, 2004 and the receiptants were notified to pick them up in Cherry room 1619. The staff members that were added late due to the policy change are still waiting on their awards to come in. Shipping may be a problem as we do not have an exact ship date to know if we will receive them before the holidays.

Nominations Committee: None

Community Service:

Jana Daigle stated what a wonderful job Shannon Klutts has been doing as the chair person on this committee. Shannon has more than stepped up to the plate, she has gone above and beyond to make a success of all the events she has encourage her committee to take one.

- Thank the Troops

The committee worked very hard on this event and made it a huge success.

They collected 42 boxes which were repacked into 29 boxes that were shipped to Iraq to troops.

The shipping cost was a total of \$866.30. Jana Daigle received all but \$65.00 back in reimbursement for the shipping from Lamar University employees and KLVI radio station listeners.

- Cardinal Lights

The committee made a beautiful success of this event! Everyone was very pleased with the decorations on the stage and the desserts for the gala. Diana Licatino and Shannon Klutts received a thank you card from Robbie Waters and Dr. Simmons for their participation.

- March of Dimes candy is in and can be obtained from Sharon Sanders. The walk will be April 30, 2005 here at Lamar University. Gail Davis created procedures and documentation for record keeping that has been put into place for the sale of candy.

V. Unfinished Business

None

VI. New Business

Cathy Dunavan suggested that the January 2005 meeting be postponed until the 18th because of registration. The meeting is normally scheduled for January 11th which is in the middle of registration which means many people are busy helping students and won't have a chance to attend. Royce McGuire made a motion that we accept the suggestion and Gail Davis seconded it. The motion was voted on and approved.

Due to the organizations growing involvement in the Lamar Community we have seen a growth in spending for our organization. It has been suggested that the organization needs to look into creating a Treasurer position to maintain the spending of the organization and keep records of it. Jana Daigle requested that the Issues Committee research this suggestion.

Jana Daigle also requested the Issues committee to look into the Secretary position as well as the Treasure position if it is created becoming a 2 year term position so that records could be maintained and acquired more easily. Currently the Staff Senate records follow the secretary position each year.

VII. Good of the Order

Mike Fuller is currently on campus and working. He has not been feeling well as he has been receiving treatment from MD Anderson. If you see him, wish him well.

Performance Evaluation

Sal Costa brought up the fact that he, as many others, has not had his performance evaluation. Sal stated that his supervisor was undergoing medical treatment during that time frame. Jana Daigle suggested to Sal that he go and talk with his supervisor about his evaluation and request that the supervisor take the time to do one. Being a faculty member the supervisor may not know about the new merit days off policy for staff and its requirements. If one is still not completed Sal should contact the Human Resources Office to find out his next step.

Note: The Executive Committee addressed this issue with Mr. Ferguson before the evaluations were due in August. We were told that he would be receiving a list of those department heads that did not complete an evaluation and would follow up on them. The Executive committee will bring this to his attention in the January Executive meeting.

Eddie Henley brought up concerns that the supervisors are stating that HR directed them in their training that they could only give out a rating of average. He believes that the supervisors of the physical plant are following these instructions which means no one will ever show improvement or above average. This would exclude those staff members from ever receiving any type of merit incentive. It was stated that no one other than HR staff in this meeting have ever attending the training. The HR staff stated that there must have been a misunderstanding on the supervisor's part because they are trained to be fair in their evaluations, not trained to restrict everyone to a low rating. Justification by the supervisor has to be made as to why a staff member received a high or low rating on the performance evaluation. A staff member should not have a low or high rating without justification.

Security Cameras

Eddie Henley voiced his concerns that the security cameras are being used by the Physical Plant upper management as a "Big Brother" tool and not for security purposes.

Jana Daigle stated that if the cameras were truly being used as this type of tool the camera would be following particular persons, which is not happening. The cameras are for security purposes and are positioned in questionable areas when necessary. Those few that have been caught on camera were in the wrong place doing the wrong thing and got caught. They were doing something they were told not to do. No one has been written up, reprimanded, or disciplined in any manner from what has been seen from one of the security cameras. Should any person in this situation feel that they or their position are threatened by their supervisor from one of these photos, they need to go directly to Mr. Ferguson and let him know.

Amanda Doiron suggested that a security camera be placed at the ATM machine in the Wimberly building due to its location and the type of transactions the machine handles.

Food

The desserts and dip were provided by the Staff Senate Executive Council for all of the Staff Senators as a way of saying “Thank you” for making such a wonderful year take place.

Dawna Mitchell provided home made cookies and brownies.

Diana Licatino provided assorted home backed cookies.

Jana Daigle provided spicy and mild boudain dip, home made assorted dessert cakes.

VIII. Adjournment

Meeting was adjourned at 11:05 am with a request by Wendi LeBlanc, a move to accept by Donna Blaisdell and seconded by Sherri Fitzgerald.