

Lamar University Staff Senate

June 9, 2009

Senators present:

Jana Daigle, Gail Martel, Valarie Black, Diann Brodnax, Barb Barker-Milstead, Tricia Culver, Don Curl, Susan Daniel, Linda Dousay, Sherri Fitzgerald, Lena Francis, Megan Hale, Sharlene Hatch, Irma Jones, Tina Johnson, Shannon Klutts, Diana Licatino, Melinda Prince, Sharon Sanders, Lisa Taylor-Cowart and Kim Wiley.

I. Call to Order

President, Jana Daigle, called the meeting to order at 10:05am.

II. Roll Call

Secretary, Diann Brodnax called roll. A quorum was seated.

III. Minutes

One correction needs to be made with the May 2009 minutes. The month stated at the top of the minutes reads April and should be changed to read May. Don Curl made a motion to accept the May 2009 minutes with corrections. The Senate unanimously approved the May 2009 minutes.

IV. Committee Reports

Executive Committee:

There was no meeting with the Execs for June meeting.

Bylaws Committee:

None

Community Service Committee:

Kim Wiley announced Donna Blaisdell has been arrested for MDA Lock-Up. Donations are needed to help keep her out of jail. If she reaches her goal of \$2,400 before the June 18, 2009 deadline she will not be locked up. Please help Donna by making a donation today. All proceeds will benefit local services.

Compensation and Budget:

Don Curl announced a company was chosen to handle the employee compensation reclassification study. The company is Waters Consulting Group located in Dallas, TX. Each employee will receive a PAQ in early July to fill out and return. There will be an 800 number to contact the company with questions. The first step that will be addressed is the employee classification study, once that is handled the staff merit plan will be addressed. The group will be offering open forums and each employee is urged to attend one meeting.

Issues Committee:

None

Nominations Committee:

Lisa Cowart asked how the ballots for the run-offs are handled. Since Diann Brodnax is Chair of the Nominations committee and is on a run-off ballot, how can voting be secured? Diann assured everyone the ballots are kept confidential until the committee meets to tally the votes.

Staff Awards Committee:

None

V. Unfinished Business

Jana Daigle reported the ConnectEd system sent out the “shooting” message within 35 minutes of the initial incident. The timeline is as follows: the event happens, and then the police department sends notification to ConnectEd, who contacts all students, faculty, and staff on record. There were 10,000 live contacts receiving the message indicating the incident. If your contact information is not correct, please contact HR and Beverly Haley to make any changes. If you see incorrect information on someone else, please contact that employee so they can call HR to make the changes.

Diana Licatino stated employees of children involved with the Duel Credit program may not know they are required to submit the forms to HR for LUTAP. She questioned if a student would be eligible for scholarships and federal aid along with the tuition free program. Jana Daigle stated a student would still receive federal aid and scholarships that would be adjusted based on LUTAP. Don Curl said the forms are located on the Human Resources website. Jana said if an employee doesn’t participate in the LUTAP program, that employee is not compensated in other ways.

VI. New Business

None

VII. Good of the Order

Jana Daigle reminded everyone of the phishing report sent through MyLamar. Steps are given to avoid scams over the internet such as avoid opening mail from an unknown source, use caution when downloading software onto your computer, and keep the certificates updated. For more information, check the announcements on June 1, 2009 at MyLamar.

Regarding the July 3 Energy Conservation Day observed at Lamar, Jana explained the campus will be closed that day. Jana has asked Annette Thompson in HR to confirm this and she will have to meet with the Execs to confirm. The following is from Annette Thompson:

The end result is EVERYONE, exempt or not WILL BE REQUIRED to use either the comp time they have earned or vacation for this day off that the campus will be closed. Any comp time earned and/or taken by any employee, exempt or not, for this date needs to be documented on the scantron. It has been urged from the Execs to all of their Directors and Deans that employees be allowed to earn comp time to cover this time off.

If you feel you are not being allowed to earn this time or you feel that you are being treated differently than others in your department you NEED to contact the HR office and speak with Bertha Fregia. HR is here to assist you and will assure that everyone is treated equally.

VIII. Adjournment

With no further business, Megan Hale made the motion to adjourn the meeting. Irma Jones seconded the motion, the Senate unanimously passed the motion, and the meeting was adjourned at 10:58 a.m.

OPEN MEETING

**LAMAR UNIVERSITY
STAFF SENATE MEETING**

**July 14, 2009
10:00 A.M.
Gray Library 8th Floor**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
- IV. COMMITTEE REPORTS**
- V. UNFINISHED BUSINESS**
- VI. NEW BUSINESS**
- VII. GOOD OF THE ORDER**
- VIII. ADJOURNMENT**