

Staff Senate

Held on: March 9, 2004, 10:08
Held at: 8th floor John Gray Library

Lamar University Staff Senate
March 9, 2004

Senators present:

Valerie Black Tom Griffin Royce McGuire Wendy Smith Sandra Brooks Eddie Henley Dawna Mitchell Dave Stafford Jana Daigle Tina Johnson Gene Moye Margarie Weston Gail Davis Shannon Klutts Peggy Pavlowich Tina Wright Connie DeSha Wendi LeBlanc Sandra Robbins Mary Givan Diana Licatino Chad Smith

I. Call to Order

The meeting was called to order at 10:08 a.m. by President Jana Daigle.

II. Roll call

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

III. Minutes

February minutes were motioned to be approved by Tina Wright and seconded by Valerie Black. Minutes were unanimously approved.

IV. Committee Reports

Nominations Committee: Dawna Mitchell has sent out nomination forms to the departments of Kay Adamson (resigned) and Karen Wells (retired) to replace them as Staff Senators. She has gotten no replies for nominations to replace them.

Awards Committee: Has set the date for the Staff Awards as November 4th and Human Resources is getting a list for them.

Issues Committee: Presented the Procedure for Awarding Performance Excellence Leave. This is requested as a means to recognize an individual employee who has accomplished a significant duty or job in an exemplary manner and by so doing there has been a major affect on the department and a benefit to the University. This may be doing a major function of the employee's primary job function in an exemplary manner, completing a major project outside the normal function of the employee's job, or accepting additional responsibilities for an extended period of time. The state has allowed 16 hours per project and a total not to exceed 32 hours per year. A hand out was given out and is attached for more information. JoAnn Russell is also working on a form to simplify this request. A motion to accept these procedures was made by Dawna Mitchell and seconded by Tina Wright. Senators approved it unanimously and it will be presented to Dr. Simmons at the next Executive Committee meeting.

V. Unfinished Business

⌘ Physical Plant email: It is our understanding that there is now a computer in the break room and the custodial area. Employees will be able to access these computers using their BMT domain username and password, however it will take time in getting everyone entered into the systems.

VI. New Business

None

VII. Good of the Order

March of Dimes: Will have meeting after Staff Senate meeting to discuss what will be needed on the day of the walk and who will look into getting these things. Tina is still trying to get in touch with the student who is suppose to design a t-shirt for our walkers. She has asked Valerie Black to assist her in getting in touch with him.

Staff Appreciation Luncheon: Mark Asteris was present to thank the Staff Senate members who helped make the luncheon a success. He said that we had more prizes this year than we have ever had. The Faculty Senate is looking into using the money left over to set up a scholarship fund for children of the Lamar University Staff. If it is set up correctly students would utilize the same scholarship request processes that are already in place with admissions.

VIII. Adjournment

Meeting was adjourned at 10:55 with a motion made by Tina Johnson, a move to accept by Dawna Mitchell and seconded by Shannon Klutts.