

Staff Senate

Held on: October 8, 2002, 10:00 am.
Held at: 8th Floor of John & Mary Gray Library

Senators: Kay Adamson, Julie Alford, Valerie Black, Vonda Browning, Paulette Burke, Gail Cokely, Jana Daigle, Sherri Fitzgerald, Tom Griffin, Eddie Henley, Tina Johnson, Charlotte LeBlanc, Diana Licatino, Dawna Mitchell, Gene Moye, Diann Palmer Kathy Pierce, Cindy Rhoden, Bill Skinner, Wendy Smith, David Stafford, Karen Wells, Tina Wright

I. Call to Order

The meeting was called to order at 10:10 a.m. by President Eddie Henley.

II. Roll Call

The roll was called by Tina Johnson. A quorum was seated.

III. Minutes

Karen Wells moved to accept September 11, 2002 minutes without changes and Cindy Rhoden seconded. The minutes were accepted with no changes. Tina Johnson will post the September 11, 2002 minutes to the Staff Senate website.

IV. Committee Reports:

By-laws Committee

Sherri Fitzgerald, chair of By-laws Committee, reported information on agenda items that were discussed at the first meeting. The meeting was held on September 18, 2002. Four members were presented and a quorum was seated. The following agenda items were discussed:

Parliamentary Advisor: It was discussed and decided that a Parliamentary Advisor was needed at each meeting of the Staff Senate. It was suggested that the Executive Board and each Standing Committee have their own Parliamentary Advisor. The duties of the Parliamentary Advisor would be to ensure that the guidelines of the Roberts Rules of Order are followed.

Include all six of the current Standing Committees and duties in the By-laws.

The By-laws currently list three of the Standing Committees and their duties. The committee will use the current information listed in the By-laws as a guide and amend the duties of the additional committees to be added as follows:

By-laws Committee shall:

- 1.) Consist of a chairman, appointed by the Staff Senate President with approval of the Executive Board, and as many members of the Staff Senate as deemed appropriate.
- 2.) Address issues assigned by the LU President, Executive Board and/or the Staff Senate dealing with the adding or deletion of topics in the By-laws. Make periodic reports to the senate and/or Executive Board as needed. Prepare written digests of committee

recommendations for adoption by the Senate. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by majority vote of the senate.

3.) Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting.

4.) Transfer all committee files to the incoming chairman no later than September 30.

Community Service committee shall:

1.) Consist of a chairman, appointed by the Staff Senate President with approval of the Executive Board, and as many members of the Staff Senate as deemed appropriate.

2.) Address issues assigned by the LU President, the Executive Board, and/or the Staff Senate dealing with promoting the different areas that the Staff Senate can help the LU community and the South East Texas community at large (examples include: March of Dimes, CASA, beach clean-up, painting homes of elderly.) Make periodic reports to the senate and/or Executive Board as needed. Prepare written digests of committee recommendations for adoption by the senate. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by a majority vote of the senate.

3.) Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting.

4.) Transfer all committee files to the incoming chairman no later than September 30.

Staff Awards committee shall

1.) Consist of a chairman, appointed by the Staff Senate President with approval of the Executive Board, and as many member of the Staff Senate as deemed appropriate.

2.) Address issues assigned by the LU President, Executive Board, and/or the Staff Senate dealing with determining who is eligible for years of service awards and identify employees that exhibited exemplary service during the year. Make arrangements and notices for the retiree luncheon. Make periodic reports to the senate and/or the Executive Board as needed. Prepare written digests of committee recommendations for adoption by the senate. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by a majority vote of the senate.

3.) Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting.

4.) Transfer all committee files to the incoming chairman no later than September 30.

Karen Wells moved to accept amendments to the By-laws and Kathy Pierce seconded.

Open discussion on ordering Roberts Rule of Order booklet. A new copy of the Roberts Rule of Order is printed every 10 years at \$13.95 per copy. The Staff Senate will incur this fee every 10 years. The senate suggested that 1 copy of the Roberts Rule of Order would be sufficient.

Karen Wells made a moved to accept that one copy of the Roberts Rule of Order booklet be kept with the secretary of the Staff Senate and Vonda Browning seconded.

Staff Awards:

Jana Daigle stated that a Staff Awards committee meeting will be held on Thursday, October 10, 2002 at 10:00 a.m. The meeting will be held in room 717 of the Library. Outgoing members are urged to attend, incoming members are welcomed to attend.

V. Unfinished Business:

Dawna Mitchell would like the Staff Senate to find out information from Human Resources regarding the employee hiring process grid.

Wendy Smith, Chair of the Staff Issues Committee will research the employee hiring process at the next Staff Issues meeting.

Vonda Browning discussed that some staff did not know that their positions had been reclassified.

Annette Thompson, a Human Resources representative, discussed that there are 10 members on the committee that review PDQ's. The members are appointed by the President. Human Resources received approval for the new budget at the end of August 2002, and no one received a decrease in pay.

VI. Good of the Order

Eddie Henley explained that the Good of the Order is a time for non-senators to voice their opinions or concerns.

VII. Adjournment

The meeting was adjourned at 10:55 a.m.