

Lamar University Staff Council  
November 8, 2016  
Minutes

The meeting was called to order by Natasha Walker, President at 10:15am. Roll was called by Stephanie Allen, Secretary. A quorum was present.

Members present: Natasha Walker, Stacie Granger, Stephanie Allen, Kim Sala, Delores Black, Diann Brodnax, Andrea Davis, Gina Decuir, Denise Dillard, Megan Hale, Sharlene Hatch, Tina Johnson, Dimples Jones, Cynthia Ksiazek, Antoinette Mays, Kristina Moffett, Yolanda Monroe, Tina Siau, Julie Walker, Donna Wilridge

**Committee Reports:**

**Executive Meeting:** Stephanie gave the following report:

Attendees: President Ken Evans, VP for Finance and Operations Craig Ness, Staff Council President Natasha Walker, Staff Council VP Stacie Granger, Staff Council Secretary Stephanie Allen, Staff Council Treasurer Kim Sala

The meeting began at 2:05pm in the office of LU President Ken Evans. There was a brief introductory period and discussion of the new Wayne Reaud Building. Dr. Evans conveyed that the Reaud and CICE buildings are ushering in a new era of building sustainability and longevity.

The Staff Awards Ceremony will be held at 3:30pm on the 8<sup>th</sup> Floor of the Gray Library on November 7, 2016. Awards will be given for years of service, retirees, and Distinguished Staff and TSUS nominees.

Natasha thanked President Evans and Mr. Ness for the raises, especially in light of the state requesting 4% to be returned to them.

Kim brought up the issue of safety in and around the Education Building. The lighting in the women's restroom, the outside gazebo area, and the parking lot is either non-existent or very dim. Dr. Evans is aware of the gazebo area lighting issue. He will have someone check the parking lot issue. Dr. Evans suggested that Staff Council look at the University as a whole for safety issues, not just one specific building/area.

Natasha brought up the need for a Master Calendar that incorporates both Lamar and City events. The Staff Council would like to convey dates of events and alternative routes to campus to the various education departments and staff on campus. Dr. Evans and Mr. Ness both agreed that this is a need in order to avoid major events (Lamar and City) being scheduled at the same time. Kate Downing's staff takes care of the campus calendar and the police are notified of city events. Dr. Evans will speak with Kate regarding a liaison/discussion between the two.

Dr. Evans updated the Staff Council on the following projects:

- The CICE (Center for Innovation, Commercialization, and Entrepreneurship) is scheduled to be completed by the end of November. This building will house meeting and event space, in addition to the center.
- The Library groundbreaking will take place the beginning of February. The entry will be redone with a skylight, restroom facilities, and a Starbucks.
- The plans for the Science Auditorium and Technology Building will be submitted to the Board of Regents in November for approval. Once approval is given, the plans will go out for bids.

Hopefully the groundbreaking for this new building will take place in March or April of 2017. It will be located behind the Speech and Hearing building, and will take about 18-24 months to complete.

- An archway will be built between the Reaud and CICE buildings, serving as the official entrance to the campus. There will be signage on the highway indicating that Rolfe Christopher is the main road into Lamar. There is discussion about adding landscaping to Rolfe Christopher Drive and also a performance shell.
- A Music Annex is being discussed. The number of band members has doubled in size and space is needed to store instruments and hold practices. The annex will be about 8000 square feet.
- There is no true assembly space on campus. The University Theatre is too small and the Montagne Center is too big. There is discussion about a new theater that would be more conducive to assemblies and theater performances.
- The Setzer Center will be vacated by the end of October. The Barnes and Noble bookstore will remain, but everything else will be renovated. The front of the Setzer Center will be the side facing the Quad. The dining facilities will be at the back of the center (parking lot side). There are 3 nationally known eating franchises that will be in the Setzer Center. The Quad will be undergoing renovation as well. The pines and ground-cover will be removed. Lighting will be greatly improved.
- Request for Proposal (RFP) will go out to the public on December 5 for space around campus. These will be mixed use establishments. It is the hope of the university that businesses such as FedEx, UPS, coffee shops, yogurt shops, etc., will take advantage of this retail space.
- There is ultimately an urban plan for the entire Lamar/South Park sector. The goal is to bring in businesses, industrial parks, revitalize the area, clean out buildings, and make the area a thriving and vital area.

There being no further business, the meeting was adjourned at 2:50pm.

**Community Service:** Sharlene Hatch gave the following report:

- The Breast Cancer walk was a success.
- She is still accepting donation cans for Breast Cancer Awareness.
- A 'Status Update' was distributed to the members:

**October 2016**

- Meals on Wheels Fundraiser
  - Spooky Spuds – In Progress (Participation count as of 10/25 – 85 spuds sold)
- World's Finest Chocolate Fundraiser
  - Staff Council volunteers will partner with Gallier Fundraising to sale \$2 chocolate covered almonds during the Homecoming Tailgate (12 pm – 4 pm).
  - Proceeds will go to Making Strides Against Breast Cancer and March of Dimes LU Staff Council teams
  - Additional boxes ordered to sell after game - \$1 Variety Pack, \$2 Caramel Whirls, and \$2 Mint Meltaways, options to order more \$2 chocolate covered almonds (Details to follow)

**November 2016**

- Meals on Wheels Fundraiser
  - Thanksgiving Desserts – Deadline for delivery 11/23 (If necessary I can negotiate a delivery date of 11/22.)
- Annual Food Drive
  - Will confirm dates with Student Activities this week.
- March of Dimes March for Babies
  - Ask for volunteers to:

- Coordinate donations for picnic
- Assist with annual MOD t-shirt sale (Fundraiser)

#### **December 2016**

- Christmas Project
  - Contacted HR, Donna Franklin to gather details regarding a staff sponsored Secret Santa. Forwarded email to officers regarding the recommendation from HR. (Please see forwarded Secret Santa email sent on 10/25)
  - My recommendation – Adopt a foster family for this year and discuss details to launch a staff sponsored Secret Santa for 2017.

**Staff Awards and Events Committee:** Dimples Jones gave the following report:

- The Staff Awards ceremony went well.
- The Staff Awards ceremony has been moved to November for future years.

**Bylaws Committee:** Diann Brodnax gave the following report:

- Possible changes in Bylaws: Currently, an employee is eligible for membership after three years full-time employment at LU. It was discovered that, since there are many new departments being formed and new employees being hired, there potentially would not be representation for those departments for three years.
- The Bylaws committee discussed this issue and is recommending the eligibility be after one year of full-time employment, instead of three years.
- We are working out wording to add a caveat for employees that have not met one year employment but have been nominated and want to serve.

**Care Committee:** Denise Dillard gave the following report:

- Please let Denise know if you know anyone who is ill/hospitalized or has had a major life milestone (marriage, birth, adoption, death in the family, etc).
- Cards will be sent for these events.
- Tony Martin will be honored at the Staff Awards next year.

**Unfinished Business:** None to report

#### **New Business:**

- All members are to submit their T-shirt size and color preference to Kim Sala by Friday, November 11, 2016 by 3:00pm.
- Tina Siau mentioned that the handicapped doors are not being unlocked in the mornings in the General Studies building.
- Megan Hale emailed President Evans regarding Cardinal Lights, suggesting a Holiday Lighting Ceremony for the new Reaud Building. He has not yet responded.
- Custodial issues (unsanitary, running out of paper, not being vacuumed) will be brought to the next executive meeting.

**Good of the Order:**

- Let Erin know if you want to volunteer at the Veteran's BBQ, Thursday, November 10, 2017.
- Green Light a Vet – change one light in your home to green to show support to our veterans.

A motion was made by Dimples and seconded by Julie to adjourn the meeting. The meeting was adjourned at 11:06am.

Following the adjournment, there was discussion regarding the bylaws changes.

The Staff Council meeting reconvened at 11:10am.

Tina Siau moved to accept the recommendations of the Bylaws committee and Tina Johnson seconded. The motion passed.

The changes to the bylaws are as follows:

- The 3 year employment requirement has changed to 1 year.
- Individual approval is required if someone is nominated who has been employed less than 1 year. This person will not have voting privileges.

The next Staff Council meeting will be February 14, 2017.

Sharlene moved to adjourn and Denise seconded.

The meeting was adjourned at 11:15am.

Respectfully submitted,

*Stephanie Allen*

Stephanie Allen, Secretary  
Lamar University Staff Council