

## **Staff Senate**

Held on: May 13, 2003, 10:00 a.m.  
Held at: John & Mary Gray Library 8th Floor

Senator present: Julie Alford, Vonda Browning, Gail Cokley, Sal Costa, Jana Daigle, Gail Davis, Sherri Fitzgerald, Tom Griffin, Eddie Henley, Tina Johnson, Brenda Oliver, Diann Palmer, Kathy Pierce, Cindy Rhoden, Bill Skinner, Chad Smith, Wendy Smith, David Stafford, Karen Wells, Tina Wright

### **I. Call to Order**

The meeting was called to order at 10:00 a.m. by President Eddie Henley.

### **II. Roll Call**

The roll was called by Tina Johnson. There were 19 members present. A quorum was seated.

### **III. Minutes**

Karen Wells made a motion to accept the minutes from April 8, 2003, April 25, 2003 meetings and Cindy Rhoden seconded. The Senate approved the minutes unanimously without changes. Tina Johnson will post the minutes to the Staff Senate website.

### **IV. Committee Reports**

Executive Board(Dr. Simmons):

Eddie Henley discussed information from the

May 9, 2003 meeting. The board submitted second drafts of the Performance Evaluation and Merit Pay Plan. Dr. Simmons and Mr. Ferguson will review the drafts.

Red, White, and Blue Fridays: This issue will be reviewed with other Executives and a response will be given to the Executive Board at a later date.

Staff Awards Committee: Cindy Rhoden, Chair, discussed the changes made to second draft of the Staff Recognition and Retirement Awards Policy and Procedure. They are as follows: The word “company” will be replaced with University, and all “times” will be deleted. The awards list will be distributed this month and if any employee has a question or concern, they can contact a member of the Staff Awards Committee.

Community Service Committee: Tina Wright and Sharon Sanders reported that a total of \$2,347.00 has been raised for March of Dimes.

Jana Daigle recognized Diann Sanders for all her hard work in stepping into the “chair” position. Jana distributed crystal to the individuals who raised the most money. Jana suggested that a piece of crystal be donated in Karen Wells name after she retires. Later in the year, crystal will be raffled on behalf of Tonya Lee. The following list shows individuals who sold candy or gave donations on behalf of the March of Dimes.

March of Dimes- Candy  
Rosie Connley- \$75.00

Diann Palmer- \$40.00  
Faye Johnnie- \$77.00  
Tina Wright- \$220.00  
Gene Moye- \$140.00  
Karen Wells- \$530.00  
Tina Johnson- \$50.00  
Gail Cokley- \$90.00  
Julie Alford- \$34.00  
Jana Daigle- \$210.00  
Melissa Thomas- \$95.00  
Josh Daspit- \$50.00  
Sal Costa- \$21.00  
Rebecca Moreira- \$76.30  
Diana Licatino- \$80.00  
Vonda Browning- \$50.00  
Cindy Rhoden & Kay Adamson- \$738.00

#### March of Dimes- Donations

President Simmons- \$20.00  
Mrs. Simmons- \$20.00  
Jana Daigle- \$21.00  
Diana Licatino- \$121.00  
Bruce Drury- \$90.00  
Sarah Tusa- \$60.00  
Sharon Sanders- \$30.00  
Hsing-Wei Chu- \$245.00  
Karen Wells- \$290.00  
Student Government Association- \$185.00  
Alpha Phi Alpha- \$90.68  
Academic Services- \$20.00

#### Staff Compensation & Budget Committee:

Vonda Browning, chair, discussed salary comparisons of Lamar to other universities. The committee currently have job titles and no job descriptions. Vonda will contact Human Resources for help in this area. A committee meeting will be scheduled within the next month.

Staff Issues Committee: Eddie Henley commended the committee on their hard work with the Merit Pay Plan and Performance Evaluation. An updated policy of the Employee Education and Training Plan was placed on hold last month, due to the urgency of meeting the deadline of other drafts that needed final approval by the Senate. Wendy Smith, chair, will schedule a committee meeting within the next month to discuss the new changes on the plan.

## V. Unfinished Business

Staff Recognition and Retirement Awards Policy and Procedure

Budget Committee- Salary comparisons

Nominations Committee- vacant positions/outgoing senator positions

Community Service Committee- March of Dimes

Staff Issues- Employee Education and Training Plan

## VI. New Business

Karen Wells mentioned that Renee Baxley is no longer with the University. Debbie Borel has been assigned to take Renee's senator position until August 2004.

## VII. Good of the Order

Jana Daigle introduced Linda Koetter, Director of Central Computing. Linda mentioned that if anyone has questions or concerns they can call anytime.

JoAnn Russell gave information regarding new staff performance evaluations. Training is being offered to all supervisors who are responsible for doing staff performance evaluations. This training stresses the responsibility of the supervisor to evaluate his/her employees consistent with the evaluation standards. Supervisors can access instructions to the Performance Evaluation form by logging on to the Human Resources website then click forms. JoAnn discussed that prescription mail orders are now mandatory. The co-pay will be slightly higher. Health insurance premiums are being reduced and the decrease will appear in June. There are more bills pending in the Texas Legislature that may significantly impact state employees, for further information you may access the State's website.

## VIII. Adjournment

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