The Staff Senate met Tuesday, November 18, 2008 at 2:00 p.m., in CSC Caddo Meeting Room. Members in attendance were Chris Gore, Barbara Merkle, Dottie Westbrook, Lori Case, Treva Clifton, Linda Knox, Chris Stovall, Ernest Cooper, Francis Miller, Mike Deming, Sharon Johnson, Doug Collins and Marcus Hill. Chris Gore presided over the meeting.

Other attendees were Colby Kafer and Chris Collins.

**Approval of minutes**
Barbara Merkle moved to approve the minutes from 10/28/08. Second motion made by Marcus Hill. All approved minutes.

**Correspondence**
Dottie Westbrook presented a letter sent to the senate from Dianne Weakley regarding Christmas in Action. Also, questions regarding the update of the Staff Senate website and additional recognition for staff employees were posed to Chris Gore. He responded that we have committees set up to take care of these.

**Committee Reports**
The following appointments were set up prior to the meeting.
- Administrative Council – (Gore) no report
- Academic Council – (Gore) Catalog changes. Emeritus status of staff was removed from the Board of Regents agenda. The president is not against allowing emeritus status to staff.
- Faculty Senate – (Morgan) no report
- Student Affairs Council – (Johnson) Updates on campus activities and new services to be implemented.
- Enrollment Management Council – (Clifton) no report
- Board of Regents – (Gore) Legislative appropriation of money for the Moffett Library renovation, D.L. Ligon Coliseum, and music hall. Catalog changes.
- Executive Committee – (Gore, Merkle, Westbrook and Case) Agenda discussed.

Chris Gore discussed with Janus Buss the university’s current version of campus communication. He feels we need more effective way to communicate with our constituents. Some departments must print the communication and put it in the staff mailboxes. There are two terminals in the Daniel building for use by grounds staff. Also, word of mouth is another way for the grounds staff to communicate. Ernest Cooper discussed that some custodians are timid about getting on those computers. Information is also given in the grounds staff meetings. Francis Miller proposed a program to teach basic computer skills to some of the staff. Training with different offices can create team building. There is a general assumption by the senate that everyone has access to a computer. It is unsure how many staff have an active email or not. There is a need for training and improved access such as kiosks/terminals in neutral locations for the staff. Barbara Merkle stated that time needs to be allowed in the work schedule to be allowed
to check email, etc. if the university communicates via email. Mike Deming discussed the issue is finding time to do so. Chris Gore discussed that there might be continuing education courses that teaches computer skills.

The university’s current university emergency plan to be finalized and formulated. Treva Clifton will find out about current crisis management.

- Long Range Review and Planning Committee – (Hill and Miller) no report
- Communications Committee – (Morgan and Mrugalski) no report
- Membership Committee – (Cooper and Lopez) no report
- Bylaws Committee – (Knox and Case) Looking at other staff senates. Working on a draft and will send it to the staff senate.
- Staff Senate Scholarship Committee – (Stovall and Westbrook) Need specific requirements for a scholarship. Senate needs to decide if a scholarship will be yearly or by semester. It is possible that the Senate needs to set up a scholarship account other than our Senate account.

Old Business

The four day academic week and the five day work week was discussed. The decision of a five day work week was decided before the Staff Senate was created. The senate wanted to have the opportunity to poll the staff. Chris Gore discussed that the reasoning for a five day work week was to ensure access to prospective students. However if the prospect wants to meet with a faculty member and he/she is not available, how valid is this? Treva Clifton stated there was no indication that the staff was polled. The senate feels that there is a duty to see what the staff feels and if we want to do to pursue it.

Doug Collins stated that previous ideas about conserving energy in the four day work week did not pan out. Linda Knox would like the senate to come up with scenarios for either the four or five day work week. She feels that there will be day care issues. Sharon Johnson suggested closing the campus at noon on Friday. Chris Gore suggested an ad hoc committee be formed to poll the staff. Chris Gore, Chris Stovall, Marcus Hill and Linda Knox volunteered to be on the committee. Gore felt that the money for energy conservation is skewed because of increases in energy charges. How to poll the staff was questioned. A suggestion of a staggered schedule was discussed.

New Business

None

Round Robin

Linda Knox informed that Early Registration begins November 20th. Finals are December 6 – 12. And, commencement is December 13th. Also, this Fall semester will be the first grading in the new Banner system.

Chris Stovall reported that the Business Office has implemented Touchnet Payment Solutions. Since self-service is not user-friendly for online payments, Touchnet will be easier for the student to pay on their bill. He discussed a few of the problems that occurred with the bills for the fall semester.
Barbara Merkle stated that Mustangs Rally was a success. There were over 200 prospective students and over 200 parents. She thanks the physical plant for its contributions and that the biggest compliment was the beautiful campus.

Marcus Hill discussed having a boat dock on Sikes Lake.

Ernest Cooper said that he has been hired by some of the staff for Christmas cards, graduation photos and wedding photos.

Sharon Johnson talked about the TriBeta raffle. The prize will be a digital camera and cheesecakes. It is $1 for the tickets.

Francis Miller discussed business in Bridwell Hall. She works for four separate departments. She stated that Dr. Bugg is stepping down as chair for Radiology so that position is open. She also stated that the Radiology department is #1 in the nation.

Colby Kafer stated he likes the idea of computer training. He stated that there is not enough time for checking email. Also, there is not a lot of room to check email and the number of computers compared to the number of people that work in the building.

Chris Gore discussed having a set meeting time. The senate decided to meet the 3rd Tuesday of each month. Barbara Merkle motioned to approve and Marcus Hill 2nd the motion. All approved.

Our next meeting will be held on January 21st at 3:00 p.m. The executive committee will meet on January 13th at 9:00 a.m.

Adjournment
The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Dottie Westbrook
Secretary/Treasurer of the Staff Senate