Minutes of Meeting  
Staff Senate  
April 11, 2012

The Staff Senate met Wednesday, April 11, 2012 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Marilyn Brown, Mike Deming, Lucy Davis, Matthew Park, Frances Miller, Juan Ibarra, Dirk Welch, Jolene Welch, Patricia Lowry and Peggy Brennan. Jolene Welch, Chair, presided.

The meeting was called to order at 10:00 a.m. by Jolene Welch.

1. Approval of Minutes:
The minutes of the February 8, 2012 meeting were presented. Dirk Welch motioned to approve the minutes, Patricia Lowry seconded; the minutes were approved (closed).

2. Correspondence:
The following suggestions/requests/inquiries were received or remain open by Staff Senate:

   a) Recommendation: Wellness Center Membership for Non-Spouse Family Member: Matthew Park requested the item remain open and he would follow-up on the status of the revision of the membership policy and have a report at the meeting in May (open).

   b) Recommendation: You Make A Difference: Patricia Lowry and Devah Scholl reported the first nomination was submitted through the “You Make A Difference” website but it was not done correctly. Due to the lack of information and the originator of the submission could not be identified it would not be posted. Patricia Lowry suggested that someone should nominate the three people responsible for coming to the rescue of Lynn Sharp, Maintenance Technician when he collapsed of heart failure on campus. After further discussion, it was agreed by the committee that Lori Case a member of Staff Senate and an employee in the building where the incident occurred be contacted regarding the submission of the recognition of the three involved in the rescue of Lynn Sharp to the “You Make A Difference” website. The “You Make A Difference” website is completed and therefore this recommendation item will be considered closed (closed).

3. Staff Senate Committee Reports:
Staff Senate Executive Committee: The Staff Senate Executive Committee did not meet for the regularly scheduled meeting on April 3, however did communicate electronically to set the Agenda for the April 9 Staff Senate Meeting.

Communications Committee: No Report.

Membership Committee: Matthew Park reported that next week the nomination process will begin to fill the staff senate positions becoming vacant for 2012-2013 year. The next week those nominated would be notified and given the opportunity to accept or decline their nomination. The elections would be held the following week. The number of vacancies available in each EEO Class are as follows:
EEO1: 1 Vacancy
EEO3: 3 vacancies (one seat was added to class EEO3 as the number of budgeted positions has reached 120 allowing the job classification 5 seats in the staff senate)
EEO4: 2 vacancies
EEO5: 1 vacancy
EEO6: No vacancy
EEO7: 1 vacancy

Also, Mr. Park brought to the attention of the staff senate that in the past there has been a question on whether the number of seats in each job classification is based on the number of employees in each category or the number of budgeted positions for each category. After further discussion, the members agreed that it should be based on the number of budgeted positions to avoid having to fluctuate the number of seats as often. Mr. Park suggested the By-Laws Committee look at changing the Constitution to clarify the number of seats in each EEO Class be based on the budgeted positions.

**By-Laws Committee:** No Report.

**Scholarship Committee:** No Report.

**Long Range Review and Planning Committee:** Devah Scholl reported there would not be a brown bag event for the month of April to avoid conflict with other activities on campus. Ms. Scholl requested feedback from the staff senate members on whether to continue with the event due to low attendance. The presenter for the next brown bag lunch scheduled for May 11 will be Mr. Ben Jacobi from Metro Photo. Matthew Park pointed out that this will be the first session that will be an individual hobby/interest versus the past ones have been job related such as campus safety, wellness programs, etc. After further discussion by the staff senate, it was agreed to proceed with the brown bag lunch on May 11 and possibly have one in June regarding “Techy Talk”.

4. **Councils/Board of Regent Appointed Reports:**

**Board of Regents:** Jolene Welch highlighted a few of the items covered at the Board of Regents meeting held on February 16-17, 2012 as follows:

- various rates and fees raised and lowered
- four women track scholarships approved
- $1.1 million technology fee reserve for the telephone switch replacement project approved
- A committee will be formed to evaluate whether or not it would be prudent to establish a baseball team at MSU

The agendas and minutes of past/present MSU Board of Regents meetings are available for review at [http://welcome.mwsu.edu/president/regents minutes.asp?LL=83](http://welcome.mwsu.edu/president/regents minutes.asp?LL=83).

**Academic Council:** Matthew Park reported that there were more catalog changes. Due to the number of catalog changes submitted in the past few months, he encouraged all those who work in the academic programs to keep up with the changes as they relate to their degrees. A copy of past/present Academic Council minutes are available at [http://academics.mwsu.edu/academicaffairs/minutes.asp?LL=232](http://academics.mwsu.edu/academicaffairs/minutes.asp?LL=232).
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**Student Affairs and Enrollment Management Council:**
Mr. Dirk Welch reported he did not attend the last Student Affairs and Enrollment Management Council meeting. He did have information that they reviewed the skate boarding policy and the service animal policy. A copy of the Student Affairs and Enrollment Management Council minutes are available by contacting Peggy Brennan at Ext. 6217 or peggy.brennan@mwsu.edu.

**Administrative Council:** No Report.

**Faculty Senate:** Juan Ibarra reported he had not attend the last Faculty Senate meeting. A copy of past/present Faculty Senate minutes is available at [http://faculty.mwsu.edu/senate/minutes.asp?LL=1602](http://faculty.mwsu.edu/senate/minutes.asp?LL=1602).

**Strategic Enrollment Committee:** Devah Scholl reported the committee met on March 29. Noel-Levitz, a higher education consulting firm for enrollment and recruiting nationwide, visited the MSU campus and met with vice presidents and department heads regarding recruiting and retention practices. There was discussion on the top key performance indicators the committee will start targeting and monitoring for data collection purposes. There are no minutes available for this committee.

5. **Old Business:** None.

6. **Open Forum:**
Due to the incident involving MSU staff assisting a fellow employee with an AED, there were discussions among the staff senate members regarding location of AEDs (automated external defibrillators) on campus. Discussion by staff senate members questioned whether or not there were units in locations that were not being utilized. Matthew Park informed the staff senate that AEDs are strategically placed on campus and there is not one in every building. However, each of the police vehicles is equipped with an AED unit. Dr. Joey Greenwood is the coordinator of the AED program on campus. Matthew Park encouraged anyone having CPR/AED training to be informed of the location of the nearest AED in their area.

Peggy Brennan, per request of Ms. Andrea Williams, Associate University Librarian, passed out a flyer to the members of the Staff Senate to encourage participation in the LibQUAL+ survey being conducted from April 2nd – April 23 to help improve Library service.

7. **Adjournment:** The meeting was adjourned at 10:35 a.m. The next meeting is scheduled for Wednesday, May 9, 2012.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer