The Staff Senate met Wednesday, August 8, 2012 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Matthew Park, Juan Ibarra, Dirk Welch, Lucy Davis, Jolene Welch, Jeana Brunson, Mike Deming, Patricia Lowry, Devah Scholl, Peggy Brennan. Jolene Welch, Chair, presided.

Also, in attendance were the new Staff Senate senators for 2012-2013: Reagan Foster, Dawn Fisher, Lynn Sosbee, Gayla Aldrich, Sue Witherspoon, Michael Mills, Jamie Fowler and Chris Stovall. Anthony Gallina, the President of the Student Government Association was also present.

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

Approval of Minutes:
The minutes of the June 13, 2012 meeting were presented. Dirk Welch motioned to approve the minutes, Lucy Davis seconded; the minutes were approved (closed).

2. Correspondence: None

3. Staff Senate Committee Reports:
Staff Senate Executive Committee: Met on Tuesday, July 31 to set agenda for Staff Senate meeting on August 8, 2012.

Communications Committee: No Report.

Membership Committee: Matthew Park introduced the new Senators elected to serve on the Staff Senate as follows: Gayla Aldrich, Alumni Relations; Jermaine Causey, Facility Services; Reagan Foster, Counseling Center; Jamie Fowler, Facility Services; Michael Mills, Housing and Residence Life; Lynn Sosbee, Information Technology; Sue Witherspoon, Student Development and Orientation; Dawn Fisher, Human Resources; and Chris Stovall, Business Office. Matthew Park will hold a “New Senator Orientation” on Wednesday, August 29 at 10:00 a.m. in the Dillard College of Business, Room 147 (across from Starbucks).

By-Laws Committee: No Report.

Scholarship Committee: Peggy Brennan reported a request for applications for the 2012 fall semester was sent out by MSU Postmaster and through the MSU Update and no applications were submitted. The committee will move forward and request scholarship applications for the 2013 spring semester in the near future. There is $453.17 in the Staff Senate Scholarship account and therefore the request to the Office of the President for the 2013 spring semester will be $46.83 upon the receipt of two eligible applications.

Long Range Review and Planning Committee: Patricia Lowry reported two nominations were received on the “You Make A Difference” website as follows: In June 2012 Angie Lewis, Desktop Designer, Print Shop, and in July 2012 Debby Watson, Assistant to Associate Vice President, Facility Services. Current and past nominations for the “You Make A Difference” website can be found at http://www.mwsu.edu/staffsenate/difference.asp.
4. Councils/Board of Regent Appointed Reports:

Administrative Council: Jolene Welch reported that there were policy changes presented at the Administrative Council meeting including the policy change in 2.393 Staff Senate as follows:

New/Revised Policies:

- **#2.24 Approval and Execution of University Contracts** - The policy was revised to clarify the contract approval and execution procedures of the university.

- **#2.337 Vice President for University Advancement and Public Affairs** – Wording was added to define the role of Donor Services and Scholarships.

- **#2.393 Staff Senate Purpose and Constitution** - The policy was amended to clarify membership representation and expulsion procedures.

- **#3.131 Graduate Assistants and Graduate Teaching Assistants** - The policy was revised to eliminate redundancies, simplify text, and specify duties of varying types of graduate assistantships.

- **#3.224 Attendance – Staff Absenteeism & Tardiness** – A new attendance policy was approved to better define expectations for staff attendance and to ensure consistency in the treatment of staff employees.

- **# 4.134 Gifts and Donations** – Wording was added to better define the process for acceptance of gifts and donations.

- **#4.145 Midwestern State University Foundation, Inc.** - The policy was revised to specify the roles and responsibilities of the Director and the Vice President.


Board of Regents: Jolene Welch reported the Board of Regents will meet on August 9-10, 2012. Copies of current and past Board of Regents meetings are available 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 the Academic Council did not meet. He informed Staff Senate members we have a new Provost, Dr. Betty Stewart and encouraged everyone if they see her on campus to introduce themselves and welcome her to MSU. Also, he announced the new Deans/Interim Deans are as follows: Dr. James Johnston, Interim Dean for Health Sciences and Human Services; Dr. Terry Patton, Dean for the Dillard College of Business; and Dr. Lynn Little, Dean for the College of Science and Mathematics. A copy of

**Student Affairs and Enrollment Management Council:** Dirk Welch reported the departments under Student Affairs and Enrollment Management have been very busy preparing for the start of the academic year 2012-2013. Items reviewed and approved by the Council were an update to a summer camp policy and an increase in testing fees. Dr. Lamb shared some words of wisdom and encouragement with the staff for the start of the new academic year. Please contact Treva Clifton, Assistant for the Vice President for Student Affairs and Enrollment Management at treva.clifton@mwsu.edu.

**Faculty Senate:** No report.

5. **New Business:**

1. Jolene Welch acknowledged the following departing Senators from the Staff Senate: Matthew Park, Lori Case, Jeana Brunson, Juan Ibarra, Francis Miller, Edward Mark, Devah Scholl and herself. Ms. Welch gave a special acknowledgement to Senators, Francis Miller and Lori Case, who were not in attendance at the meeting due to being on vacation, for both having served two consecutive terms for a total of four years on the Staff Senate. Ms. Miller and Ms. Case will both be presented with a plaque and a letter from Dr. Jesse W. Rogers, President of the University, thanking them for their service. Also, Jolene Welch conveyed a message to the Staff Senate from Lori Case that she really enjoyed serving on Staff Senate.

2. Lucy Davis suggested that the returning senators on Staff Senate for 2012-2013 introduce themselves for the benefit of the new senators onboard. Introductions were as follows: Dirk Welch, Lucy Davis, Mike Deming, Peggy Brennan and Patricia Lowry. Also, not present at the meeting are Marilyn Brown, Dillard College of Business and Ernest Cooper, Facility Services.

3. Jolene Welch made a proposal to the current Staff Senate members for 2012-2013 in attendance to hold the elections for officers for the upcoming year instead of waiting until the first meeting in September. Dirk Welch made a motion to hold the election of the 2012-2013 Officers of the Staff Senate at today’s meeting. Patricia Lowry seconded the motion, and the proposal was approved by unanimous voice vote (closed).

Jolene Welch explained to the Staff Senate members the Executive Committee of Staff Senate is comprised of the four elected officers for the positions of Chairperson, Vice Chairperson, Secretary/Treasurer and Parliamentarian. A handout was given to each of the members explaining the responsibilities of each elected position. The elections for Officers of Staff Senate 2012-2013 were held as follows:

a) Jolene Welch called for nominations for the Office of Chairperson. Dirk Welch was nominated for the position of Chairperson and there were no other nominations. **Dirk Welch** accepted the nomination and it was approved by unanimous vote by the Staff Senate members serving the 2012-2013 term.
b) Jolene Welch called for nominations for the Office of Vice Chairperson. Chris Stovall, Lucy Davis and Michael Mills were nominated for the Vice Chairperson position. Chris Stovall, Lucy Davis and Michael Mills accepted their nomination. Chris Stovall was elected by a majority vote by the Staff Senate members serving the 2012-2013 term. Chris Stovall accepted and will serve as Vice Chairperson.

c) Jolene Welch called for nominations for the Office of Secretary/Treasurer. Peggy Brennan and Mike Deming were nominated for the position of Secretary/Treasurer. Mike Deming respectively declined the nomination. Peggy Brennan accepted the nomination and it was approved by a unanimous vote by the Staff Senate serving the 2012-2013 term.

d) Jolene Welch called for nominations for the Office of Parliamentarian. Michael Mills was nominated for the position of Parliamentarian and there were no other nominations. Michael Mills accepted the nomination and it was approved by unanimous vote by the Staff Senate serving the 2012-2013 term.

6. **Old Business:**

The success of the Staff Senate “Summer Sizzler” was noted by several of the members of Staff Senate.

7. **Open Forum:** No report.

8. **Adjournment:** The meeting was adjourned at 10:35 a.m. The next meeting is scheduled for Wednesday, September 12, 2012.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer