

LOUISIANA STATE UNIVERSITY SHREVEPORT  
STAFF SENATE  
MINUTES  
September 10, 2008

I. CALL TO ORDER

- a. The meeting was called to order at 2:00 p.m. Wednesday September 10, 2008 by President Viki Fentress. The following senators were present: Viki Fentress, Darlene Player, Elmer Tingler, Nicki McLain, Barbara Case, Pam Howard, Alex Mitchell, and Tulin Melancon. Absent were: Jeff Englade, Tracy McCray, Bart Riggins, Roger West, Melissa Airhart, and Deloris Wright.

II. APPROVAL OF MINUTES

- a. Minutes of the July 2008 meeting were approved with a correction of an attendee name correction.

III. GUEST ADMINISTRATOR REPORTS

- a. Mike Ferrell stated that, LSUS HPE building was prepared to open as a shelter for the people who had to evacuate. He stated that there was not much damage to the HPE facility.
- b. Don Bloxom requested everyone's participation to conserve energy. Simple habits like turning off the light as we leave our office even for a short time; it will save us lots of money.
- c. Adnan Samhan thanked Nicki McLain to run the payroll during the Labor Day holiday.

IV. EXECUTIVE COMMITTEE REPORT

- a. Vicki Fentress summarized the executive committee meeting hold on August 28, 2008. First issue was LSUS's opening or closing policy for Jan 2, 2009. Mike Ferrell stated that, LSUS asked from the LSU system before to be closed but they denied our request although they were closed that day. They basically did not ask permission, but simply closed. Therefore, he suggested that we do not ask this time and let them make that call to be closed that day.
- b. Vicki Fentress stated that we have 2 available spots for the Staff Senate seats since Joseph Pearson and Casey Harvill are no longer employed at LSUS. We need to fill in their positions according to their categories.

V. COMMITTEE REPORTS

- a. Fellowship Committee
  - i. Viki Fentress stated that we will continue to hosting Fellowship lunches. She is currently working on scheduling some lunches.
- b. Tailgate Party Committee
  - i. Elmer Tingler reported that there will be another Tailgate party planned in Nov 6, 2008.
- c. Crises Committee

- i. Elmer Tingler stated that they plan to add more people in the committee and meet again shortly.
  - d. Staff Training Committee
    - i. Tulin Melancon passes a flyer to the senators and guests on “High Performance Teams” event Division of Continuing Education hosting with ASTD Management Insights. Staff and faculty are invited to attend.

## VI. OLD BUSINESS

- a. A get well card sent to Roger West from the staff senate.
- b. DeAnn Arnold completed LSUS Flexible Workforce Schedules Policy and discussed it with the senators and guests. Vice Chancellor suggested that staff senate to come up with a Resolution to support the Flexible Workforce Schedules Policy. Staff senate agreed to send a resolution to the chancellor.

## VII. NEW BUSINESS

- a. Student welcome back week activities
  - i. Kimberly Thornton informed the staff senate that, door decorating contest during the first week of August 25-29, 08 held in the University Center and Admissions and Records won the contest. Staff Senate presented a gift basket for the winners.
- b. Fish Fry
  - i. October 10, 2008 is designated for Fish Fry and there will be table decorating contest.
- c. Holiday Luncheon
  - i. Barbara Case will be the chair for the Holiday Luncheon Committee. Viki Fentress and Nicki McLain will serve in the committee.
- d. Chancellor’s Address
  - i. Darlene Player stated that she communicated with Jackie Reed and schedule is still an issue for the Chancellor’s address. They plan to have it on Monday, Wednesday or Friday’s during common hour of 11:00am.
- e. Speaker Scheduling
  - i. Kimberly Thornton stated that they have a speaker scheduled with David Coleman on Wednesday, October 8, 2008, 2:00pm at UC Ball Room. Staff Senate will support and sponsor the event. We will ask time off for the staff during this event from the Chancellor. Kimberly Thornton passed the information flyer of the program to the staff senate and guests. The topic of the event is “Go Attitude, Preparation and Effort for Leadership”.
  - ii. We originally planned to have Staff Senate meeting scheduled the same date of this event. Therefore, we rescheduled October 2008 meeting to October 15, 2008. Motion is accepted by the staff senate senators.
- f. Darlene Player informed the senate that one of our senators Bart Riggins has had reconstructed ankle surgery and he won’t be able to attend Staff Senate meetings until he recovers from his surgery.

## VIII. COMMENTS FROM STAFF SENATORS

- i. Elmer Tingler informed the senate that the Women Soccer Team won their last game. He asked all of us to support the Women Soccer Team.

IX. COMMENTS FROM GUESTS

- i. DeAnn Arnold introduced her new Assistant HR Director to the staff senate. His name is Bill Wolfe.

X. ADJOURNMENT

The meeting is adjourned at 3:00pm.