MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: Bylaws

DATE & LOCATION OF MEETING:
Thursday, November 10, 2011
2:00 p.m.
221 Peabody Hall

ATTENDANCE:
Committee Members: Chad Gothreaux (Chair); Senator Lynn Livingston;
Senator Seth Thibodeaux (proxy held by President Galy); Senator Blake Winchell
Guest(s): Kristie Galy, Staff Senate President; Melonie Holden, Staff Senate
Administrative Coordinator
Absent Committee Member(s): Senator Judy Cooley, Senator Betty Magee;
Leigh Bonfanti, Coordinator/HR Generalist, Training and Development, LSU
Office of Human Resource Management

PRESENTATION:

1. Introduction of Committee Members

2. Review/Discussion of Ad Hoc Committee Charge

   Reviews and amends the Staff Senate Bylaws as needed with approval from the Executive Committee,
   full Staff Senate and Chancellor.

3. Review University Employee Profile by EEO Category (Employee Listing by EEO Category handout)

4. Discuss Current Composition of Staff Senate Membership (Staff Senate Representation Module handout)

5. Identify appropriate timing for staff census to advise Staff Senate general elections

6. Review Current Staff Senate Bylaws and Constitution

7. Identify 2011-2012 Ad Hoc Committee Initiatives

SUMMARY:

The ad hoc committee reviewed its charges as set forth by the Executive Committee in accordance with the bylaws. Action
was taken to acknowledge the expanded purview of this committee which includes review and amendments to the Staff
Senate Constitution. The revised charge will read: Reviews and amends the Staff Senate Bylaws and Constitution as
needed with approval from the Executive Committee, full Staff Senate and Chancellor.

The ad hoc committee review a report provided by Leigh Bonfanti, Coordinator/HR Generalist in the Training and
Development Section of the LSU Office of Human Resource Management. The report provided a detailed listing of all
LSU employees within and sorted by the seven EEO categories. The report also identified the faculty, professional or
classified category of each employee. Senator Gothreaux compiled a summary report which identified the number of each employee category (i.e., faculty, professional, classified) as a percent of the both the total employees in that respective EEO category and the university as a whole. The ad hoc committee also reviewed a historical perspective of the composition of total university employees for FY 2005, 2008 and 2011. It appeared that the data included employee figures for other campuses in addition to LSU, thus clarification will be sought from Ms. Bonfanti. It was also determined that clarification needs to be obtained to identify which employees are represented by the two governance bodies at LSU, namely the Faculty Senate and the Staff Senate.

The ad hoc committee also reviewed the current Staff Senate membership distribution established by the Staff Senate Representation Module approved by the Executive Committee in the spring of 2011. It appears as though the total population count for EEO-1 includes employees in the “faculty” employment category; however, it was noted that the current Staff Senate representation level for EEO-1 is two senators, which is the minimum authorized by the bylaws.

The ad hoc committee also took action to identify the appropriate timing for determining the official staff census in order to advise the Staff Senate general elections each spring. It was recommended that the Bylaws Committee collect EEO data from HRM as soon after the university finalizes employee census data at the end of October. The Bylaws Committee will provide the Executive Committee, for its January meeting, the university EEO census numbers and recommended Staff Senate representation levels based on the university employee census data. Staff Senate representation levels will be certified by the Executive Committee and provided to the full Senate for ratification at the January Staff Senate meeting.

The ad hoc committee reviewed the current Staff Senate Constitution and Bylaws and identified preliminary 2011 – 2012 initiatives and corresponding ad hoc committee member champion(s) as follows.

- Clarify the make-up of the various EEO categories, who is represented by Faculty Senate, who is represented by Staff Senate – All members of the ad hoc committee
- Examine impact of changing university staffing on membership allocation provided for in Staff Senate Constitution (Staff Senate Constitution: Article III, Section 2. Senate Membership) – Senator Chad Gothreaux
- Better articulate methodology for determining Staff Senate representation and communication to SS – Senator Chad Gothreaux
- Provide for alternative representation of senators via proxy by any member of the Staff Senate Executive Committee (Staff Senate Bylaws: Article I, Section F. Alternative Representation) – Senator Blake Winchell
- Address delayed implementation of electronic balloting for officers (Staff Senate Bylaws: Article III, Section B.3.) and senators (Staff Senate Bylaws: Appendix A, Section E. Election) – Senator Seth Thibodeaux
- Distinguish between officer elections (Staff Senate Bylaws: Article III, Section B.3.) and general elections of senators (Staff Senate Bylaws: Appendix A, Section E. Election) – Senator Seth Thibodeaux
- Retitle standing “Benefits and Policies Committee” to “Staff Benefits and Policies Committee” (Staff Senate Bylaws: Article VII, Section B. Standing Committees, Subpart 1) – Senator Lynn Livingston
- Restructure proposed “Staff Benefits and Policies Committee” to include sub-committees for Professional Staff (formerly Professional Committee) and Classified Staff (formerly Classified Committee) Note: These committees are not listed in Staff Senate Bylaws Article VII, Section B. Standing Committees, Subpart 1, but they are identified in the list of standing committees in Staff Senate Bylaws Appendix B. Standing Committees – Senator Lynn Livingston
- Consider re-naming of ad hoc committee from “Bylaws Committee” to “Constitution and Bylaws Committee” and reflect expanded charge in the listing of Staff Senate committees and charges (Approved by ad hoc committee and hereby recommended to Executive Committee for adoption)
- Conduct a general examination of constitution and bylaws to ensure consistent and appropriate formatting, language and editing – All members of the ad hoc committee

The next meeting is scheduled for Thursday, December 15, 2011 at 2:00 p.m. in 221 Peabody Hall.

There being no further business, the meeting adjourned at 3:30 p.m.

Submitted By: Chad Gothreaux