

STAFF SENATE MEETING MINUTES

August 9, 2017

Proposed Changes to the LSU Staff Senate Constitution

The following changes are recommended:

- Article V, Committees, Section 5: Release Time to read:

Committee members will be released from normal work duties (without loss of pay or other benefits) to attend official **Staff Senate** Executive, Standing, **or Ad Hoc**, ~~and University~~ Committee meetings, **University Committee meetings** and meetings with liaison groups dealing with items of concern to LSU and state employees.

Lowery mentioned that these amendments will need to go to the full staff population for a vote which will go out in the spring before elections.

Proposed Changes to the LSU Staff Senate Bylaws

The following changes are recommended:

- Article I: Election to Staff Senate Membership, A. Charge of Elections, d. to read:

Compiling and circulating summaries of nominated candidates for Senate and University Staff consideration via electronic mail ~~or Campus Mail~~;

- Article I: Election to Staff Senate Membership, C. Election Procedures, 5. Notification of Election Results and Maintenance of Records, a. to read:

Upon confirmation of the election results by the Executive Committee, the Staff Senate President shall notify the winners in writing via electronic mail ~~or Campus Mail~~.

- Article III: Staff Senate Officers, C. Procedures for Electing Officers, 5. to read:

Elections will be held ~~by secret ballot or~~ via electronic ~~mail~~ ballot.

- Article IV: Meetings, B. Staff Senate Meetings 2. to read:

Notices of regular meetings will be published on the Staff Senate website and via available university media **and social media**.

- Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, to take out a. Budget and Finance Committee information:

~~**Budget and Finance Committee**~~

~~i. Evaluates and analyzes the University's budget, noting pertinent changes over time~~

~~and items directly affecting staff; and~~

~~ii. Remains aware of how the budget works, paying special attention to incremental changes from year to year.~~

~~iii. The Committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.~~

- Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, b. Communications Committee to include:

~~Monitors the progress of the strategic plan.~~

- Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, c. to read:

Finance & Governmental Relations Committee

~~i. Evaluates and analyzes the University's budget, noting pertinent changes over time and items directly affecting staff; and~~

~~ii. Remains aware of how the budget works, paying special attention to incremental changes from year to year.~~

~~iii. The Committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.~~

- Article VII: Committee and Liaisons, B. Standing Committees, 3. Standing Committee Leadership, to include d. though i. to read:

~~d. Committee chairs shall be responsible for scheduling meetings, reserving meeting locations, recording attendance, and sending meeting notifications to all committee members.~~

~~e. Committee chairs will prepare an agenda with objectives, prior to each assembly, and act as facilitator of all meetings so as to ensure proper decorum and a professional environment is maintained.~~

~~f. Committee chairs are encouraged to invite relevant guests from the university community to speak at committee meetings; such guests will be thanked by the committee chair.~~

~~g. Assigned tasks for committee members will be overseen by the committee chair to ensure adequate completion.~~

~~h. The Executive Committee or the standing committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.~~

~~i. Standing committee chairs must be Staff Senators; assistant chairs may be non-Senators.~~

- Article VII: Committee and Liaisons, B. Standing Committees, 6. Standing Committee Meetings, a. to include:

~~Standing committee meetings should be held monthly with the exception of the Communications Committee, which should meet quarterly or as needed.~~

**Amended August 2017.*