Staff Senate Minutes  
Wednesday, December 19, 2012  
9:00 – 11:00 a.m.  
SUB Room 232

| X | Steve Beasley, PTAC                  | X | Ron Brekke, Benefits | A | Dave Court, Budget | A | Mandy Hansen, UFPB |
| X | Mike Hansen, Parking Appeals        | X | Deb Harrison         | X | Julie Heard, Benefits | A | Donna Kelly, Parking Appeals |
| X | Kay LaFrance, CSAC                  | X | Wendy McCarty, Personnel | A | Linda McDonald | A | Merry Paceley, Personnel |
| X | Linda Roberts                       | X | Sylvia Sparkman      | X | Owen (O.P.) Taylor | X | Kevin Thane |
| X | Justin van Almelo, Facilities       | X | Bill Van Horn, Space & University | X | Deb Wilke | A | Eric Wold, Rec Sports |
| X | Shana Wold, Marketing & Planning    |  |  |  |  |  |  |

Attendance Code Key:  X = Attended   A = Apologies for Absence  
Staff, Joan Ford, was present.

I. Call to Order – The meeting was called to order by chair, Bill Van Horn. Guest, Terry Leist, attended the meeting.
II. Approval of Minutes of November 14, 2012 – The minutes were approved.
III. Guest Speaker – Terry Leist, VP Admin & Finance, spoke with the Senators. He acknowledged that staff continues to do more with less to the point that in some departments he has discovered that staff savings are paying for operating costs. Work flow improvements like document imaging will help eliminate paper. HR is hiring individuals improved HR management an example is software to aid the hiring process and a Talent Manager. An identified need is a Professional Development & Training Manager they are currently interviewing. Questions from Senators included centralized vs. decentralized HR processes and the effect of proposed changes, how new technologies will be implemented and training opportunities on these new technologies, the role of the Training Manager and the need to change the culture regarding pursuing training and attending meeting attendance. Terry added that the University is adding a Director of Sustainability to move sustainability forward on campus. He also asked for Senate input on proposals recently shared regarding parking.
IV. Committee Reports – reports were suspended for bylaws discussion. Ron will forward the Benefits Committee report and handouts to Joan to distributed via email to Senators.
V. Bylaws Review Committee – Sylvia Sparkman, Julie Heard, and Deb Harrison lead the discussion regarding revising the bylaws. Handouts were made available prior to the meeting. Senators worked their way through Articles I Name, II Purpose, and III Membership and started the discussion on IV Officers. As the bylaws are being cleaned up and removing references to procedural items, previously included in the bylaws, Senators noted the need for a Policies and Procedures manual. An initial list of Policies and Procedures could include:
   a. Election of Senate members
   b. Selection of committee representatives
   c. Job descriptions Program Coordinator, chair, and vice chair
   d. Definition of how vacancies are declared for elected members
   e. Leadership election
VI. Motion to Adjourn – A motion to adjourn was made at 11:03 a.m.

Next meeting, January, 16 from 9:00 to 11:00 a.m. in SUB 168