The regular meeting of the Staff Senate Executive Committee was called to order on May 15, 2014 at 9:04 a.m. in the International Room, Morris University Center by Michelle Welter, President.

**Present:** Bartholomew, Becherer, Caupert, Cobetto, Dusenbery, Welter

**Excused:** Hamil

**Consideration of Minutes:** The March 20, 2014 minutes were approved as submitted (Dusenbery/Cobetto).

**New Business**

Staff Senate Scholarship Committee: Names for ratification as members of the Staff Senate Scholarship Committee to be on the Staff Senate June agenda are: Donna Lesicko, Jan Caban, Danita Mumphard and Todd Bartholomew. *(History: Donna Lesicko and Todd Bartholomew volunteered at the February 6, 2014 Staff Senate meeting; Danita Mumphard volunteered to serve on the Selection Committee and the Scholarship Committee at the March 6, 2014 Staff Senate meeting; Jan Caban expressed interest to serve in some capacity on the Staff Senate initially via email on August 2, 2013 and has since expressed interest again on January 31, 2014 via email, then on March 10, 2014 an email from Donna Lesicko expressed on behalf of Jan Caban his interest to serve on the Scholarship Committee).*

**June Meeting**

Update about Employee Excellence Program: Michelle Welter will report on the progress of the committee that revised the forms for the Employee Excellence Program.

The new EEP program will begin July 1, 2014. The form will be used by all employees now. The two pages include a page for everyone to use and a second page for managers to complete. Comment fields will expand. The PDQ is the same and there are optional pages. Included are ‘tools’ for Phase I, II, and III page. The PIP process has the same forms and same items, but the probationary period review will take place after 2 months and 5 months. The Supervisors guide is now 7 pages. Michelle will send the documents to Governance secretary to send out for the June 5 Staff Senate meeting.

It was decided to not have a guest speaker for the June meeting.

Reschedule or cancel the Staff Senate July 3, 2014 meeting will be on the June agenda.

Open Discussion: Bill Dusenbery reported that there has been no decision on the Head Start contract yet.

**Old Business**

Review of Constitution, By-laws and Operating papers: Michelle Welter continued to go over suggestions and feedback for revisions of the Bylaws.

- Article II, Section 3: delete the sentence about the Salary Committee Chair, and put an exception about the Scholarship Committee members will be ratified by the Staff Senate to be consistent with the Scholarship Operating Papers.
- Article II, Section 12: add a/the between past-President and year. *(Michelle will talk to UPBC Chair about their operating papers in case there would be a past President designee to serve on UPBC in case there is no past...*
President in the case that the President serves a second term and the past president is not available to serve a second term as past president.

Michelle called a break 10:20 a.m.

The Meeting resumed at 10:26 a.m.

- Article II, Section 18: strike out (fiscal officer) and rephrase this sentence and make a reference to this section under “Treasurer” in Article II, Section 35. It was decided that the quarterly reports are according to the fiscal year not the calendar year (November, February, May, August)
- It was suggested that under Vice President (President-Elect), Article II, Section 23 is one of the most important duties and needs to be revitalized in order for the Senate to survive and be successful.
- Under Past-President, Article, Section 26, very important, also
- Article II, Section 30: changed “mailed” to “provided”.
- Under Treasurer, Article II, Section 35, need to add something about records stored in Governance Office according to Records Management. Also, make the reference to Section 18 as above.
- Add Section 36 under Treasurer.
- Change numbers following
- The new section 38, replace “Officers” with “President, Past President, and President Elect”
- The new section 41 change f. Removal from office: to
  - 42. Procedure for Removal from Office
  - Letter the numbers that follow a-h
- Ended at this point and will pick up at Article III

Adjournment: The meeting was adjourned at 11:09 a.m. (Dusenbery/Bartholomew).

Approved as submitted July 17, 2014 by the Staff Senate Executive Committee

Vicki Kruse/University Governance