

STAFF SENATE MEETING AGENDA
Wednesday, February 25th, 2015, 2:00 pm
Delta Center for Economic Development; Room 201

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting minutes
 - b. Treasurer's report
4. New Business
 - a. Enrollment Presentation (Dr. Rick)
 - b. Holiday Calendar
 - c. Vote for May meeting and Picnic date
 - d. Annual Conceal Carry vote announcement
 - e. SGOC proposal vote
5. Old Business
 - a. Distinguished Performance update
 - b. Constitution and Bylaws update
6. Report from the President
7. Open discussion
8. Announcements and Reminders
 - a. March meeting update

Last Name	First Name	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
Banks	Talvickeo	Present	Present	Present	N	Present	Present	Present	N	Present			
Broadway	Paula	Present	Present	Proxy	o	Present	Present	Present	u	Present			
Brown	Steven	Present	Present	Proxy		Present	Present	Present		Present			
Carvell	Jon	Present	Present	Present		Present	Present	Present		Proxy			
Coggins	Robert	Present	Present	Present		Present	Proxy	Present		Present			
Coleman	Anthony	Present	Present	Present	M	Present	Present	Present	M	Absent			
Cossey	Jeannie	Present	Present	Present	e	Absent	Absent	Present	e	Absent			
Cox	Ellena	Proxy	Present	Present	e	Present	Proxy	Present	e	Proxy			
Crittenden	Tonya	Present	Present	Present	t	Present	Present	Present	t	Present			
Daniels	Angela	Present	Present	Present	i	Present	Present	Absent	i	Present			
Davis	Debbie	Present	Proxy	Proxy	n	Present	Present	Present	n	Present			
Davis	Rodney Joe	Present	Absent	Present	g	Proxy	Absent	Present	n	Present			
Eakins	Kasey	Present	Present	Present		Present	Present	Proxy	y	Present			
Forrest	Vera	Present	Present	Present		Present	Present	Present		Present			
Fulton	Loretta	Present	Present	Present		Present	Present	Present		Present			
Hampton	Brandy	Present	Present	Present	N	Present	Present	Present	N	Present			
Locke	Terry	Present	Present	Present	u	Present	Present	Present	o	Present			
McCain	Carla Marie	Present	Present	Proxy		Present	Present	Absent		Absent			
Novalick	Jennifer	Present	Present	Proxy	M	Present	Present	Present	M	Present			
Phillips	Hope	Present	Present	Present	e	Present	Present	Present	e	Present			
Ponce	Carolyn Ann	Proxy	Present	Present	e	Present	Present	Present	e	Present			
Privett	Amy				t				e	Present			
Rouse	Elizabeth	Absent	Absent	Present	i	Present	Absent	Present	t				
Scott	Connie	Absent	Present	Present	n	Present	Present	Absent	i	Present			
Tate	Randall	Present	Present	Present	g	Present	Present	Present	n	Present			
Turner	Nikki	Present	Absent	Proxy		Proxy	Present	Present	g	Proxy			
Wakefield	Elizabeth	Proxy	Present	Present		Present	Proxy	Absent		Present			
Wright	Debra					Present	Absent	Present		Present			

Proxies

- May-14 Elena Cox - Kim Parker; Elizabeth Wakefield - Joyce Mann; Carolyn Ponce - Dean Murry
- Jun-14 Debbie Davis - Lou Adams; Nikki Turner - Excused Absence ASU Business
- Jul-14 Debbie Davie - Lout Adams Ray; Paula Broadway - Laken Daniels; Steven Brown - Nick Wallace; Calra McCain - Rebecca Bridges; Jenniver Novalick - Gail Rasberry
- Aug-14 No Meeting
- Sep-14 Nikki Turner - Jessica Daniels; Rodney Davis - Mia Sheppard
- Oct-14 Steven Brown - Woody Haynes; Robert Coggins - Ronnie Gilley; Ellena Cox - Shae Washington; Elizabeth Wakefield - Joyce Mann
- Nov-14 Kasey Eakins - Rebecca Craig
- Dec-14 No Meeting
- Jan-15 Nikki Turner - Whitney Lumpkin, Ellena Cox -Linda Keller, Jon Carvell - Nikki Adams
- Feb-15
- Mar-15
- Apr-15

Arkansas State University
Staff Senate Meeting
January 21, 2015

The Arkansas State University Staff Senate met on Wednesday, January 21st, 2015, in the Library Boardroom (8th floor) on the ASU-Jonesboro campus. Staff Senate President, Angela Daniels called the meeting to order at 2:05 p.m.

In attendance: Talvickeo Banks, Paula Broadway, Steven Brown, Nikki Adams proxy for Jon Carvell, Ellena Cox, Tonya Crittenden, Angela Daniels, Debbie Davis, Rodney Davis, Kasey Eakins, Vera Forest, Loretta Fulton, Brandy Hampton, Terry Locke, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Amy Privett, Connie Scott, Randall Tate, Whitney Lumpkin proxy for Nikki Turner, Elizabeth Wakefield and Debra Wright.

November Minutes:

Minutes were approved with one revision; motion made Randall Tate to accept minutes, second by Elizabeth Wakefield.

November and December Treasury:

Treasury reports presented by Talvickeo Banks. Kasey Eakins noted that she thought the \$113 from the Duck Dynasty online auction in December should be placed to the Educational Assistance fund instead of the Staff Senate Discretionary fund.

New Business:

- a. Employee Handbook changes – Angela Daniels opened the floor to any questions. Loretta Fulton mentioned that the career service bonus information is vague and doesn't specify 10 years for the service length. Hope Phillips followed up on this remark asking if there was a reason the chart isn't in the handbook as it was in previous years. Lori Winn explained that if anything changes in the handbook from year to year (for example amounts); it has to be approved by the Trustees to make that change to the handbook. Loretta asked if the chart could be added back in without adding the specific amounts for better clarification. Loretta Fulton noted other typos and incomplete sentences that were found. Carolyn Ponce asked for clarification on why comp time must be used before sick time. Lori Winn stated that this is set by the State of Arkansas and not by ASU. Sick hours and annual leave will transfer between state agencies. Comp time does not transfer, so that is why it as to be taken prior to sick leave. Rodney Davis brought up that only 240 annual leave hours will roll over at the end of the year. He stated that he lost 80 hours because his area wasn't fully covered, and he couldn't take his annual leave because of this. Lori suggested donating to the leave bank. Loretta Fulton asked about wording on page 24 regarding FMLA. Lori said that this was wording taken directly from FMLA handbook. Carolyn Ponce asked if references to ASU should be changed to ASTATE. Lori will take that point back to Human Resources. Hope Phillips and Loretta Fulton inquired about Student Housing Discounts still being referenced in the handbook. Lori Winn explained that Residence Live didn't publicize that this benefit was no longer being offered in time to remove it as previously proposed. This benefit will go away at the end of the academic year. It was suggested to either remove it from the

handbook or note the date that it ends, so there is no additional confusion. Hope Phillips mentioned the full time direct deposit section, and the three exceptions, and how this relates to the new mandatory direct deposit proposal. Lori Winn noted that this wording will be changed. Wording was changed to “benefits eligible” in the employee handbook to better clarify those employees who work 30 hours/75% time and are benefits eligible.

- b. Proposal for Payroll Direct Deposit – Documentation was provided for the new proposal that all payroll and Career Service Bonus payments to be made by direct deposit. Lori Winn explained that this has been looked at for a number of years and that a number of other institutions mandate direct deposit. Printing paper checks is a very manual and time consuming process. The company that provides our P-Cards will offer a payment card with no fees. This proposal is scheduled to be effective July 1. There will be discussions held on campus to address any concerns and to explain the new process. Lori also mentioned that in response to an annual audit, individuals who receive a hard copy check must present photo ID to pick up their January 30th check. Jennifer Novalick asked if this was only being required for the January payroll check, or if it was also for subsequent payrolls. Lori stated that as of now, it was just for the January 30th payroll. Lori also mentioned that Career Service bonus checks previously did not have Federal and State taxes deducted. Effective January 1, 2015, the career service bonus checks will not be a separate deposit. It will be combined with the final pay period of the month of your anniversary date so that taxes will be calculated correctly. Hope Phillips addressed her concerns of direct deposit versus paper checks due to IRS identity theft. Lori further explained that the new “pay card” would not have any fees, other than a \$5 card replacement fee if a new card has to be reissued. There is no fee at any bank, if you use the card inside with a bank teller. There may be fees depending on the bank if you use the pay card at an outside teller machine. There are no upfront or monthly costs/fees to the employee. Carla McCain asked if the employee’s name would be on the card. Lori assumed the names would be on the cards. There will be three options for direct deposit: Checking/Savings account, Pay Card, or AState ID. Concerns were raised about the AState ID Card, and whether the number printed on the front of the ID could be used fraudulently. Human Resources will work through the previous process of requiring that new hires receive their first payroll as a paper check. Hope Phillips asked if there would be an issue with foreign nationals obtaining a Pay Card. Lori stated that she was under the impression that this would not be an issue, but that she would bring this up in future meetings with the company providing the pay card for clarification. Terry Locke mentioned that weather has been an issue with paper checks in other companies. Lori Winn stated that if the June storm of 2014 would have done more damage, we could have had challenges printing paper checks.
- c. Distinguished Performance Awards – Hope Phillips explained the proposed changes. Categories were updated/added to better reflect staff accomplishments, and the budget was slightly increased for food costs. Total budget increase from \$4,700 to \$10,000. \$9,000 going to staff awards, \$1,000 for event refreshments. Two categories were added and award amounts were also increased. Angela will discuss these changes with Dr. Hudson, then to Executive Council. Kasey Eakins suggested a catered breakfast or something similar for the team award, in addition to the traveling trophy. Hope asked for suggestions on other ideas for retirees other than a plaque. Issues of funding and not knowing how many retirees to

budget for were discussed. Discussion on how this event is a good retention tool for staff, and motivates a whole department when someone from their area wins.

Old Business:

- a. Educational Stipend Committee update – Elizabeth Wakefield gave an update on the status of the stipend awards. There was a quick turnaround for the process this year due to timing. They received 14 complete applications. Three staff members and four dependents were chosen as recipients of a \$500 stipend.
- b. Constitution and Bylaws update - The changes were sent to Dr. Hudson for review. Copies will be presented to Executive Council this afternoon for their review.
- c. Duck Dynasty silent auction and Picnic Committee update - Kasey Eakins reported that a total of \$113 was collected for the online auction; \$70 for the duck call and \$43 for the tea glass. She asked for volunteers for this year's picnic, passed around a signup sheet. There are different areas to serve: donation request calls, set up, clean up, food prep, serving. The initial picnic committee meeting will be held in the upcoming weeks. Kasey would like to look into creating an endowment to help support the stipends. Angela Daniels, Kasey Eakins and Sheryl Puckett will meet with Dr. Penry to discuss the current business call list to make sure businesses aren't being asked by several different areas at ASU.

Report from the President:

Angela reminded senators to get out the word to vote for Stanley safety contest. You can vote once a day, three different ways: twitter, phone text, and email. The new Chief Diversity Officer will attend our February meeting. Please send Angela any questions or issues of discussion for the new diversity officer. Also, if there are any other topics of interest to Staff Senate, please let Angela know so speakers can be scheduled for future meetings. Angela is looking into asking Dr. Cooksey to give a brief overview of the reorganization that is going on in some of the departments and colleges.

Open Discussion:

- a. Loretta Fulton asked if there was a deadline on the new employee handbook proposal and when it was set to be published. Angela believed it was going to be at one of the next board meetings, but wasn't sure on the exact date.
- b. Angela Daniels mentioned that she was trying to schedule Dr. Penry to speak at one of our meetings on the DO school.
- c. The next meeting date is scheduled for February 18th in the Library Boardroom.
- d. Motion to adjourn was made by Hope Phillips at 3:06; second made by Loretta Fulton.

**Arkansas State University
Staff Senate Treasurer's Report
January 31, 2015**

Balances as of 31-January-2015

University E & G Accounts

Staff Senate - 1

110000-120008-1630

Balance Forward
No January Activity

BeginningBalance	Debit/Credit	Remaining
\$1,591.51		
		<u><u>\$1,591.51</u></u>

Santa's Wolves Agency Account

930002-390000-5000

Balance Forward
P-Card Purchases for Christmas Gifts

\$2,068.60		
	\$ (462.97)	
		<u><u>\$1,605.63</u></u>

ASU Foundation Accounts

Santa's Wolves

200067

Balance Forward
January Contributions
Employee Emergency Assistance

\$33,021.62		
	\$ 304.73	
	\$ (504.94)	
		<u><u>\$32,821.41</u></u>

Staff Senate Discretionary

200069

Balance Forward
No January Activity

\$16,053.60		
	\$ -	
		<u><u>\$16,053.60</u></u>

Staff Senate Educational Assistance

230139

Balance Forward
January Contributions

\$1,911.18		
	\$33.31	
		<u><u>\$ 1,944.49</u></u>

The following is a comparison between the current ASU Faculty Handbook language and the proposed language. You may need to adjust your Word settings for review (select “all markup”). You should be able to see the new language underlined, and the deleted language marked through with a line.

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will ~~be~~ made ~~will be~~ is determined by consultation between the dean and the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs and Research~~ Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs and Research~~ Provost and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs and Research~~ Provost for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool. When screening has been completed, the committee ~~should~~ will consult with the dean or ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs and Research~~ Provost for chair and dean positions to determine which candidates should be invited for interviews. ~~Candidates will reflect racial, ethnic and gender diversity.~~

Faculty members ~~should~~ will be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs and Research~~ Provost as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include: steps 1-4 noted below but MUST include step 5:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.

4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a selection. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection.

The search committee will make its recommendation to the Vice Chancellor and Provost. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

II.g. Selection of the ~~Provost and Vice Chancellor for Academic Affairs and~~ Provost
Research

When the position of ~~Provost and the Vice Chancellor for Academic Affairs and Research~~ Provost is to be filled, the Chancellor will make the a determination of whether an external search or an internal appointment after will be made by the Chancellor following consultation with the representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. ~~Candidates for the position will reflect~~ The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool. The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s).

Faculty members and members of appropriate constituency groups will be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Current ASU Faculty Handbook
Pages 40-41, Sections II.f. and II.g
Existing wording as of 2:25 p.m. on February 9, 2015

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be determined by consultation between the dean and the Provost and Vice Chancellor for Academic Affairs and Research in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Provost and Vice Chancellor for Academic Affairs and Research and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Provost and Vice Chancellor for Academic Affairs and Research for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. When screening has been completed, the committee should consult with the dean or Provost and Vice Chancellor for Academic Affairs and Research for chair and dean positions to determine which candidates should be invited for interviews. Candidates will reflect racial, ethnic and gender diversity.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Provost and Vice Chancellor for Academic Affairs and Research as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

II.g. Selection of the Provost and Vice Chancellor for Academic Affairs and Research

When the position of Provost and Vice Chancellor for Academic Affairs and Research is to be filled, the Chancellor will make the appointment after consultation with representatives from the faculty, academic administrators, academic support staff, and students. Candidates for the position will reflect racial, ethnic, and gender diversity.

Proposed ASU Faculty Handbook Changes
Pages 40-41, Sections II.f. and II.g
Changes are not noted below – this will be the final version, if accepted.

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be made is determined by consultation between the dean and the Executive Vice Chancellor and Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Executive Vice Chancellor and Provost and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Executive Vice Chancellor and Provost for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool. When screening has been completed, the committee will consult with the dean or Executive Vice Chancellor and Provost for chair and dean positions to determine which candidates should be invited for interviews.

Faculty members will be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Executive Vice Chancellor and Provost as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include steps 1-4 noted below but MUST include step 5:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a selection. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection.

The search committee will make its recommendation to the Vice Chancellor and Provost. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

Proposed ASU Faculty Handbook Language

II.g. Selection of the Vice Chancellor and Provost

When the position of the Vice Chancellor and Provost is to be filled a determination of whether an external search or an internal appointment will be made by the Chancellor following consultation with the representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool.

The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s).

Faculty members and members of appropriate constituency groups will be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.