

STAFF SENATE MEETING AGENDA
Wednesday, January 21st, 2015, 2:00 pm
Dean B. Ellis Library Boardroom

1. Call to Order
 2. Roll Call
 3. Routine Business
 - a. Meeting minutes
 - b. Treasurer's report
 4. New Business
 - a. Employee Handbook Changes
 - b. Proposal for Payroll Direct Deposit
 - c. Distinguished Performance Awards
 5. Old Business
 - a. Educational Stipend Committee update
 - b. Constitution and Bylaws update
 - c. Duck Dynasty silent auction and Picnic Committee update
 6. Report from the President
 7. Open discussion
 8. Announcements and Reminders
 - a. February meeting update
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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				
Broadway	Paula	Present	Present	Proxy	o	Present	Present	Present	o				
Brown	Steven	Present	Present	Proxy		Present	Proxy	Present					
Carvell	Jon	Present	Present	Present		Present	Present	Present					
Coggins	Robert	Present	Present	Present		Present	Proxy	Present					
Coleman	Anthony	Present	Present	Present	M	Present	Present	Present	M				
Cossey	Jeannie	Present	Present	Present	e	Absent	Absent	Present	e				
Cox	Ellena	Proxy	Present	Present	e	Present	Proxy	Present	e				
Crittenden	Tonya	Present	Present	Present	t	Present	Present	Present	t				
Daniels	Angela	Present	Present	Present	i	Present	Present	Absent	i				
Davis	Debbie	Present	Proxy	Proxy	n	Present	Present	Present	n				
Davis	Rodney Joe	Present	Absent	Present	g	Proxy	Absent	Present	g				
Eakins	Kasey	Present	Present	Present		Present	Present	Proxy					
Forrest	Vera	Present	Present	Present		Present	Present	Present					
Fulton	Loretta	Present	Present	Present	N	Present	Present	Present	N				
Hampton	Brandy	Present	Present	Present		Present	Present	Present	o				
Locke	Terry	Present	Present	Present	u	Present	Present	Present					
McCain	Carla Marie	Present	Present	Proxy		Present	Present	Absent					
Novalick	Jennifer	Present	Present	Proxy	M	Present	Present	Present	M				
Phillips	Hope	Present	Present	Present	e	Present	Present	Present	e				
Ponce	Carolyn Ann	Proxy	Present	Present	e	Present	Present	Present	e				
Privett	Amy				t				t				
Rouse	Elizabeth	Absent	Absent	Present	i	Present	Absent	Present	i	X	X	X	X
Scott	Connie	Absent	Present	Present	n	Present	Present	Absent	n				
Tate	Randall	Present	Present	Present	g	Present	Present	Present	g				
Turner	Nikki	Present	Absent	Proxy		Proxy	Present	Present					
Wakefield	Elizabeth	Proxy	Present	Present		Present	Proxy	Absent					
Wright	Debra					Present	Absent	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 - Lou 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 - Jessic 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
- Feb-15
- Mar-15
- Apr-15

Arkansas State University
Staff Senate Meeting
November 19, 2014

The Arkansas State University Staff Senate met on Wednesday, November 19th, 2014, in the Boardroom, 8th Floor of Library on the ASU-Jonesboro campus. Staff Senate Vice President, Randall Tate called the meeting to order at 2:03 p.m.

In attendance: Talvickeo Banks, Paula Broadway, Steven Brown, Jon Carvell, Anthony Coleman, Jeannie Cossey, Ellena Cox, Tonya Crittenden, Debbie Davis, Rodney Davis, Rebecca Craig proxy for Kasey Eakins, Vera Forest, Loretta Fulton, Brandy Hampton, Terry Locke, Carla McCain, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Randall Tate, Nikki Turner, Elizabeth Wakefield and Debra Wright.

October Minutes:

Minutes were approved; motion made by Elizabeth Wakefield to accept minutes, second by Jon Carvell.

October Treasury:

Treasury report presented by Nikki Turner. The only notable change was for the P-card purchase of caramels for Santa's wolves.

New Business:

- a. Affirmative Action – Alexia Whitaker updated Staff Senate in regards to self-reporting disability and veteran status. An email will be sent out to the campus later this month providing additional information on this process and why it is needed. Alexia would like our help in getting the word out to our constituents. She provided handouts with bullet points as to why this is needed, and for us to pass along if there are any questions we receive from other staff members. She mentioned one of the reasons the disability status was needed, was to know where assistance would be needed in the case of an emergency. Jon Carvell also addressed emergency exit assistance. Any persons that do not want to disclose their disability status can voluntarily contact him directly. Alexia mentioned that the invitation to disclose their status is to help the individual and is kept confidential.
- b. Educational Stipend – Loretta Fulton, Brandy Hampton, Anthony Coleman, and Elizabeth Wakefield (past recipient) will serve as committee members. Nikki Turner spoke on details of past award recipient numbers and amounts of stipends. New extended deadline to be posted on Digest. Talvickeo Banks will work with committee to get the online form updated.
- c. Election Committee – Randall Tate, Brandy Hampton and Tonya Crittenden will serve as committee members. Open discussion lead by Randall Tate. Tentative dates of process were passed around and details of items were discussed with senators. A mixer is being added this year for the incoming senators to meet existing senators, and new senators will be invited sit in on a meeting prior to the start of their term. Loretta Fulton asked for a listing of when current senators would roll off. Randall will provide that list at the January meeting, and mentioned that the senators and their term listings might be listed on our website.

Old Business:

- a. Distinguished Staff service award plaque – Mark Reeves and Gibson Sign Mart estimated a cost of \$2,000 for the additional 100 names, which comes out to \$20 per name. If approved, Angela Daniels will appoint an ad-hoc committee of adding five staff members every five years. Terry Locke thought it was money that could be better used elsewhere. Currently there is additional funding in the Santa's Wolves account to cover the cost. Hope Phillips mentioned that it would be nice gesture to do it every five years instead of every one hundred years. Rodney Davis thought it was a good idea as well, as other universities honor their faculty and staff in similar ways. Hope Phillips made a motion to proceed, Rodney Davis seconded.
- b. Constitution and Bylaws – Open discussion on proposed changes to Staff Senate constitution and bylaws. Carolyn Ponce asked for clarification on reelection of senators who filled a vacancy. To keep rotations in order, the filled position will serve the remaining term, and the position will be permanently filled in the next regular election. The appointed representative may stand for election at that time. Motion approved by all senators. The changes will be forwarded to the Chancellor, who has final say.

Report from the President: No report.

Open Discussion:

- a. Nikki Turner asked for discussion on the December meeting. Ron Carvell suggested if there were any urgent meeting issues for December we could discuss via email if possible. Randal Tate motioned to cancel December's meeting. Talvickeo Banks seconded.
- b. Jennifer Novalick asked of an update on the Duck Dynasty auction. Loretta Fulton said that Sheryl Puckett is looking into free software for online bidding.
- c. Jeannie Cossey asked if Santa's Wolves committee needed any volunteers to help. There were no committee members at the meeting, but Elizabeth Wakefield mentioned that the majority of the time the names are split out by committee members and they purchase the items.
- d. Lori Winn reminded the group that open enrollment closes on Friday. She asked for us to remind our constituents of this deadline.
- e. The next meeting date is scheduled for January 21st in the Library Boardroom.
- f. Motion to adjourn was made by Hope Phillips at 2:21; second made by Rodney Davis.

**Arkansas State University
Staff Senate Treasurer's Report
November 30, 2014**

Balances as of 30-November-2014

University E & G Accounts

Staff Senate - 1

	BeginningBalance	Debit/Credit	Remaining
Balance Forward	\$1,731.14		
Sign Shop Charges for Name Tags and Plaques		\$ (33.80)	
Reimbursement to Loretta Fulton for Benefit Fair Candy		\$ (31.14)	
Staff Senate Shirt Price Change		\$ 0.01	
110000-120008-1630			<u><u>\$1,666.21</u></u>

Santa's Wolves Agency Account

Balance Forward	\$823.90		
P-Card purchases		\$ (189.33)	
Transfer from Foundation Account		\$ 8,000.00	
930002-390000-5000			<u><u>\$8,634.57</u></u>

ASU Foundation Accounts

Santa's Wolves

Balance Forward*	\$38,284.90		
November Contributions		\$ 1,802.97	
Transfer to Agency Account		\$ (8,000.00)	
200067			<u><u>\$32,087.87</u></u>

Staff Senate Discretionary

Balance Forward	\$15,940.60		
200069		\$ -	
			<u><u>\$15,940.60</u></u>

Staff Senate Educational Assistance
230139

Balance Forward*	\$1,777.94		
November Contributions		\$33.31	
			<u><u>\$ 1,811.25</u></u>

*Additional contributions of \$315.57 in the Santa's Wolves account and \$33.31 in the Educational Assistance account were recorded in October 2014 after the reports were sent out by the Foundation, which resulted in a higher balance forward.

**Arkansas State University
Staff Senate Treasurer's Report
December 31, 2014**

Balances as of 31-December-2014

University E & G Accounts

Staff Senate - 1

110000-120008-1630

Balance Forward
Sign Shop Charges for Name Tags and
Plaques

BeginningBalance	Debit/Credit	Remaining
\$1,666.21		
	\$ (74.70)	
		<u><u>\$1,591.51</u></u>

Santa's Wolves Agency Account

930002-390000-5000

Balance Forward
P-Card purchases

\$8,634.57		
	\$ (6,565.97)	
		<u><u>\$2,068.60</u></u>

ASU Foundation Accounts

Santa's Wolves

200067

Balance Forward
December Contributions

\$32,087.87		
	\$ 933.75	
		<u><u>\$33,021.62</u></u>

Staff Senate Discretionary

200069

Balance Forward
Online Auction Revenue

\$15,940.60		
	\$ 113.00	
		<u><u>\$16,053.60</u></u>

Staff Senate Educational Assistance

230139

Balance Forward
December Contributions

\$1,811.25		
	\$99.93	
		<u><u>\$ 1,911.18</u></u>