

Staff Senate Meeting Agenda
Wednesday, December 14, 2022 @ 2:00 p.m.
Delta Center 201 and Zoom

- I. Call to Order
- II. Roll Call
- III. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
- IV. Guest Speaker
 - a. Dr. Lonnie Williams, Vice Chancellor for Diversity, Inclusion, and Community Engagement
- V. Announcements and Reminders
 - a. Committee Updates
 - b. Next Meeting: January 18, 2023

Staff Senate Meeting Agenda
Wednesday, November 16, 2022 @ 2:00 p.m.
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- I. Call to Order – Madeline Ragland, President at 2:00 p.m.

- II. Roll Call: Nikki Adams, Autumn Anderson, Himaja Balakrishnan, Catherine Beaver, Sandra Bramblett, Perdeta Bush, Robby Davenport, Candace Evans, Tracy Finch, Pat Glascock, Pam Graham, Whitley Green, Deanna Harris, Melissa Jackson, Christina Kostick, Kelli Listenbee, Lana Martin, Porsha McGregor, Jarrod Mayfield, Prathima Pattada, Christine Perry, Madeline Ragland, Lisa Reeves, Kelly Sabin, Natalie Turney, Alyssa Wells

- III. Routine Business
 - a. Meeting Minutes – Kelly Sabin motioned to approve the October 19 minutes. Kelli Listenbee seconded. All approve.
 - b. Treasurer’s Report – Sandra Bramblett

- IV. Guest Speaker
 - a. Dr. Bill Smith, Chief Communications Officer
 - University Communications updates: Reminders on usage of the Campus Calendar, Daily Digest, and Inside A-State
 - Be sure to submit events to the Campus Calendar at calendar.astate.edu/submitevent for on and off-campus events that are out of the “ordinary,” such as guest speakers, special events, etc. This helps to identify where meetings are for planning, awareness, and safety purposes. You can put “tentative” for events if you’re unsure, and email to clarify later.
 - The Daily Digest is for announcements and promotion of events. You must put your event on the Campus Calendar for it to run in the Daily Digest.
 - If you are utilizing flyers for an event, be sure that these are ADA compliant (make sure you can fit alt. text to describe the images). If you’re needing to use PDFs, you may work with University Communications staff.
 - Staff can submit to Inside A-State, which runs weekly. You may submit on behalf of yourself or your colleagues;

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submissions are not limited to on-campus accomplishments in your job, but can also be things that you have done within the community.

V. Announcements and Reminders

a. Committee Updates

- Thank you to those who helped set up for the Little Bita Christmas. Volunteers decorated the railing in the FNB Arena, set up vendor tables and chairs, taped corners and numbered booths, and cleaned up after the event.
- The Education Stipend application is available for full-time staff and their dependents to begin applying. The application will be due to Cathy Naylor on Monday, December 12 by 5:00 p.m. Details and eligibility requirements can be found on the application. Please spread the word to your coworkers, and contact Cathy Naylor at cnaylor@astate.edu with any questions.

b. Next Meeting: December 14, 2022

Sandra Bramblett motioned to adjourn and Christina Kostick seconded. Meeting adjourned at 2:41 p.m.



Staff Senate Treasurer's Report
November 30, 2022

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
Staff Senate 110000-120008-1630	Beginning Balance FY22	\$2,140.00		<u>\$2,140.00</u>
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Santa's Wolves Agency Account 930002-390000-5000	Balance Forward	\$ 1,864.41		
	Transfer Santa's Wolves Christmas fund		10,000.00	
	Materials for LBC setup		(148.04)	
	2 gift cards \$504.94 each		(1,009.88)	
				<u>\$10,706.49</u>
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ASU Foundation Accounts				
Santa's Wolves 200067	Balance Forward	\$20,199.45		
	Payroll deposits for October		1,864.70	
	Other Income--Benefits Fair		228.00	
				<u>\$22,292.15</u>
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Staff Senate Discretionary 200069	Balance Forward	\$20,260.48		
				<u>\$20,260.48</u>
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Staff Senate Education Assistance 230139	Balance Forward	\$2,095.35		
	October Contributions		187.38	
				<u>\$2,282.73</u>