Staff Senate Meeting Agenda
Wednesday, November 18, 2020 @ 2:00pm
Virtual Meeting

1. Call to Order

2. Roll Call

3. Guest Speakers:
   a. Dr. Evette L. Allen Moore, Executive Director, Multicultural Affairs & Inclusive Excellence and Dr. Lori Winn, Assistant Vice Chancellor for Human Resources discussing the A-State Campus Climate Survey results.
   b. Brad Phelps, General Counsel: ASU System Office discussing the current draft of the Remote Work Policy.

4. Routine Business:
   a. Meeting Minutes
   b. Treasurer's Report
   c. Shared Governance Committee Updates

5. New Business:
   a. Calendar Committee appointment.
   b. Senator replacement for Lauren DeFazio

6. Discussion items:
   a. Staff Remote Work Post-Thanksgiving

7. Announcements and Reminders:
   a. Attendance, Proxies and Excused absences
   b. Staff Hearing Committee members.
   c. Catastrophic Leave Bank
   d. Next Meeting: December 16, 2020

(DRAFT)
ASU System Policy

Effective Date: _____,
Subject: Telecommuting Policy

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1.   Introduction

The Arkansas State University System recognizes a mutual benefit for telecommuting arrangements for certain employees and the ASU System campuses. At the same time, telecommuting should only be allowed after a thorough evaluation process has been undertaken between campus supervisors and the employee, which clearly establishes that the telecommuting arrangement is mutually beneficial in each individual case.

2.   Telecommuting Definition

Telecommuting refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

3.   Telecommuting Applicability to ASU System Campuses

Each ASU System campus Chancellor shall have discretion as to whether the telecommuting policy will be implemented on their campus. This policy is not designed to apply to instances related to inclement weather or other unforeseen acts that may act to temporarily prevent an employee from working at a campus location.

4.   Process for Requesting Telecommuting Arrangement

In order to request a telecommuting arrangement, the employee must first complete a Telecommuting Request form provided by the campus Human Resources Office.

5.   Telecommuting Eligibility

An Employee is eligible for telecommuting if all of the following standards can be met:

1) The employee, the employee's supervisor, and the Chancellor or Chancellor's designee, must agree that the telecommuting arrangement will be mutually beneficial to the institution and the employee.

2) The employee's personnel file must be free of any discipline for the preceding six months from the time the telecommuting request has been made.

3) The employee's supervisor and the campus Human Resources Office have determined that the employee's job responsibilities do not require physical presence at the campus location.

4) The employee does not have a documented work attendance problem.

5) The employee has been employed with the campus for a minimum of six months, unless the job advertisement for the employee's position indicated that the position immediately qualifies for telecommuting.

6) The employee and the campus must have on file a telecommuting agreement that is signed by the employee, the employee's supervisor, and the Human Resources Office. This agreement shall include a work schedule, as well as list any campus-owned equipment that will be required to be used by the employee at the physical location where the telecommuting will take place.

7) The telecommuting arrangement is not otherwise prohibited by law.

8) The employee has exhibited familiarity with all applicable laws as well as ASU System and campus policies, including the Family Educational Rights and Privacy Act.

9) The employee's information technology capabilities and security at the telecommuting location have been approved by the ASU System Chief Information Officer.

10) The employee is not a faculty member who is required to have a physical presence on campus to conduct in person instruction.

11) Each Employee shall adhere to the "Security Guidance for Working Remotely" standards that are published by the ASU System Information Technology Department.

6.   Term

Telecommuting can only be established for a full 40 hours per week. Employees and supervisors are encouraged to maintain a regular, predictable schedule for employees performing telecommuting so that the expectations and responsibilities for an employee are clear.

7. Termination of Telecommuting Arrangement

Telecommuting is not designed to allow employees to perform other jobs or engage in other activities that would otherwise result in an employee being required to take leave. A violation of this section, could lead to discipline, up to and including termination.

8. Telecommuting is Voluntary

This arrangement is voluntary may be terminated at any time by the campus or employee with or without cause. If this arrangement is terminated by the campus, the employee will typically be afforded a minimum of five working days before the employee is required to return to the campus physical location absent a disciplinary reason for terminating the arrangement or an unexpected job-related need to require a quicker return to onsite work.

9. Telecommuting Location

A physical location for telecommuting must be provided by the employee. In person work meetings may not be conducted at the telecommuting location.

10. Compliance with Applicable Laws and ASU System Policies

At all times during a telecommuting arrangement, employees shall comply all applicable laws as well as ASU System and campus policies.

11. Tax Consequences of Telecommuting

Employees should consult with a tax professional with respect to any tax consequences that arise from a telecommuting arrangement.

12. Workers' Compensation

Employees in telecommuting arrangements are covered by workers' compensation laws for job-related injuries that occur within the course and scope of employment. The employee must report any such injuries to their supervisor immediately. Injuries that occur that are not job related are not covered by workers' compensation laws.

13. Liability for Damage to University Property

Employees are responsible for any damage sustained to university property in their possession as part of their telecommuting arrangement.

(Adopted by the Arkansas State University Board of Trustees on _____, 2020, Resolution 20-____)

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Security Guidance for Working Remotely

When you need to work remotely, whether you telecommute as a regular part of your job or to access Arkansas State University System Information Systems and Information Technology when away from campus, we want to make sure you have all the information necessary to conduct the business of Arkansas State University System in a secure manner.

While the preferred and most secure method for working remotely is to do so using an Arkansas State University System-owned computer, if you must use a personal computer you should familiarize yourself with the following policy requirements and best practices. The same policies apply whether you are working in the office or remotely.

Policy Requirements

- Each individual is responsible for exercising good judgment regarding the reasonableness and security of his/her behavior and use of Arkansas State University System Information Systems and Information Technology.
- Any personal computers used to access, create, or store Arkansas State University System Information Systems and Information Technology, including email, must be password protected.
- Arkansas State University System data created or stored on a personal computer, smart phone, or other device is subject to the Arkansas Freedom of Information Act, court orders, litigation holds, discovery requests, and other requests for information.
- If you work with confidential Arkansas State University System data, your personal device must be encrypted.
- Any work-related confidential data created or stored on a personal computer must be transferred to Arkansas State University System owned or managed resources as soon as feasible.
- Arkansas State University System employees, vendors, and other third-parties may only remotely access Arkansas State University System Information Systems and Information Technology using methods approved by the Arkansas State University System on the AState ITS VPN site: VPN access.
- If you haven't done so recently you should review the Arkansas State University System Appropriate Use policy located at the bottom of the AState website via a link titled *Appropriate Use* or by going to this link: Appropriate Use of Information & Technology Resources.

Best Security Practices While Working Remotely

- Personal devices:

- Do not store any work-related data locally on your computer. Use VPN to connect to the Arkansas State University System's network and store Arkansas State University System data on your departmental file share.
- Remember to log out of your Arkansas State University System remote session when you are finished working.
- Clear web browsing history (Control-Shift-Delete) before you close your browser, especially if you logged into an Arkansas State University System email account via the web browser.
- Do not store Arkansas State University System credentials, credit card numbers, bank account numbers, or other sensitive data in your web browser.
- Install available updates to your device's operating system, anti-virus software, applications, and browsers.
- Public Wi-Fi:
  - Avoid using a public Wi-Fi network unless absolutely necessary.
  - Consider using your mobile phone as a hot spot instead of using a public Wi-Fi network.
  - If you must use public Wi-Fi, it's best to use a secure, password protected wireless network.
  - Disconnect from the public Wi-Fi network when you're finished working online
- Scams:
  - Cybercriminals may contact you via email, text/SMS, phone, or social media and may pretend to be a trusted colleague or someone in the executive level.
  - Cybercriminals may seek sensitive information, payments, gift cards, etc.
  - Even if you recognize a phone number or email address, be sure to confirm every request for sensitive information via a trusted means of communication.
- Theft:
  - Lock your Arkansas State University System laptop or personal laptop with a cable lock made specifically for computers.
  - Do not leave your devices in a vehicle (if you must, put it in a secured trunk).
  - Immediately report all lost or stolen devices to Arkansas State University System Police, Arkansas State University IT Security, and your department head.
- Terminal Server:
  - Do not save your login credentials
  - Log out of the session when you are finished or will be away from your computer
- Remote Desktop:
  - Only use Remote Desk to access your work computer when you are offsite and connected to the Arkansas State University System over VPN.

As always, contact your campus IT Help Desk for any questions related to computing and technology services.

Staff Senate Meeting Agenda
Wednesday, October 21, 2020 @ 2:00pm
Virtual Meeting

1. Call to Order

2. Roll Call

3. Routine Business:
    a. Meeting Minutes
    b. Treasurer's Report
    c. Shared Governance Committee Updates

4. Guest Speaker: Dr. Len Frey, Executive Vice Chancellor for Finance & Administration

5. New Business: Tuition Discount Impact for Employee Dependents

6. Announcements and Reminders:
    a. Catastrophic Leave Bank
    b. Next Meeting: November 18, 2020

7. Elections for Vice President

Staff Senate Meeting Minutes
Wednesday, October 21, 2020 @ 2:00pm
Virtual Meeting

1. Call to Order – RO 2:00 pm

2. Roll Call – Jerilyn Bowman, Jeannie Cossey, Angela Daniels, Lauren DeFazio, David Engelken, Pat Glascock, Pam Graham, David Hakenewerth, Leigh Anne Hall, Deanna Harris, Freddie Hawkins, Bekah Hickman, Sherry Hufstedler, Tiffany Johnson, Amber Jordan, Stephanie Lott, Lana Martin, Tiffany Mosley, Cathy Naylor, Rebecca Oliver, Kelly Ponder, Lisa Reeves, Jennifer Salo, Natalie Turney, Elizabeth Wakefield, Alyssa Wells, and Dominique White.

3. Guest Speaker: Dr. Len Frey, Executive Vice Chancellor for Finance & Administration

    a. Provided an overview of campus improvements. There are multiple plans for multi-use trails, shared sidewalks, new lighting, crosswalks etc.
        i. Attachments included showing improvement plans.
    b. Provided general budget updates. We are a tuition driven university, which means the majority of our funding comes from tuition and fees. If we have less students, we have less funding and our challenges are more difficult. We are operating at $11.9 million dollars less than last year, but we have found a way to continue operating regardless. The positive is that we have covered the $11.9 deficit, and without furloughs. The negative is that $10 million of that is temporary. We will continue to have financial challenges, regardless of COVID, unless enrollment goes up. If the current lower enrollment is 100% due to COVID, then we should be ok. If it's not 100% due to COVID, then we will continue to have challenges. We need to do a better job institutionally of recruiting and retaining students.
        i. Budget planning spreadsheet attachment included.
    c. The system is in the process of developing a remote work policy. At this time, we do not have one, so anyone working remotely at this time is doing so temporarily related to COVID-19.
    d. The timeline for hiring freeze forms could be as short as a week or as long as three months. If you have specific questions about a hiring freeze justification, you can contact Dr. Frey or Dr. Winn directly.
    e. At this time, there is not active discussion regarding offering early retirement options.

4. Routine Business:
    a. Meeting Minutes
        i. David Hakenewerth moved to approve the September 16th minutes. Bekah Hickman seconded. All approve.
        ii. Cathy Naylor moved to approve the September 29th. Lauren DeFazio seconded. All approve.
    b. Treasurer's Report – presented by Pam Graham
    c. Shared Governance Committee Updates
        i. Disability Services Committee update hosted their first meeting on September 25th and appointed an executive committee.

5. New Business: Tuition Discount Impact for Employee Dependents – presented by Rebecca Oliver
    a. The tuition discount policy was updated to adjust scholarships as well as tuition. A-State used to have an employee/dependent housing discount, in addition to the tuition discount, but it was removed in 2014. The tuition discount helps in recruiting and retaining employees and students. This change to the tuition discount policy has a negative impact on employee dependents since the institutional scholarship structure changed in the fall 2020.
    b. Staff Senate discussed several options to move forward on this issue:
        i. Reinstate the A-State Jonesboro 75% housing discount. This encourages students to live on campus, thereby improving retention, but it penalizes students who choose to live off campus.
        ii. Send a recommendation to the Benefits Committee and the ASU System to request modification of the ASU System Policy of discounting the scholarship as well as tuition, so that employee dependents keep the full amount of scholarships.
    c. Based on this discussion, the Staff Senate recommends pursuing the reinstatement of a housing discount for employees and dependents, and an amendment to the board policy which discounts scholarships with the tuition discount.
    d. Lori Winn will research why the housing discount went away.
    e. Rebecca will continue ongoing discussions with appropriate parties and will bring it back to staff senate when it is appropriate.
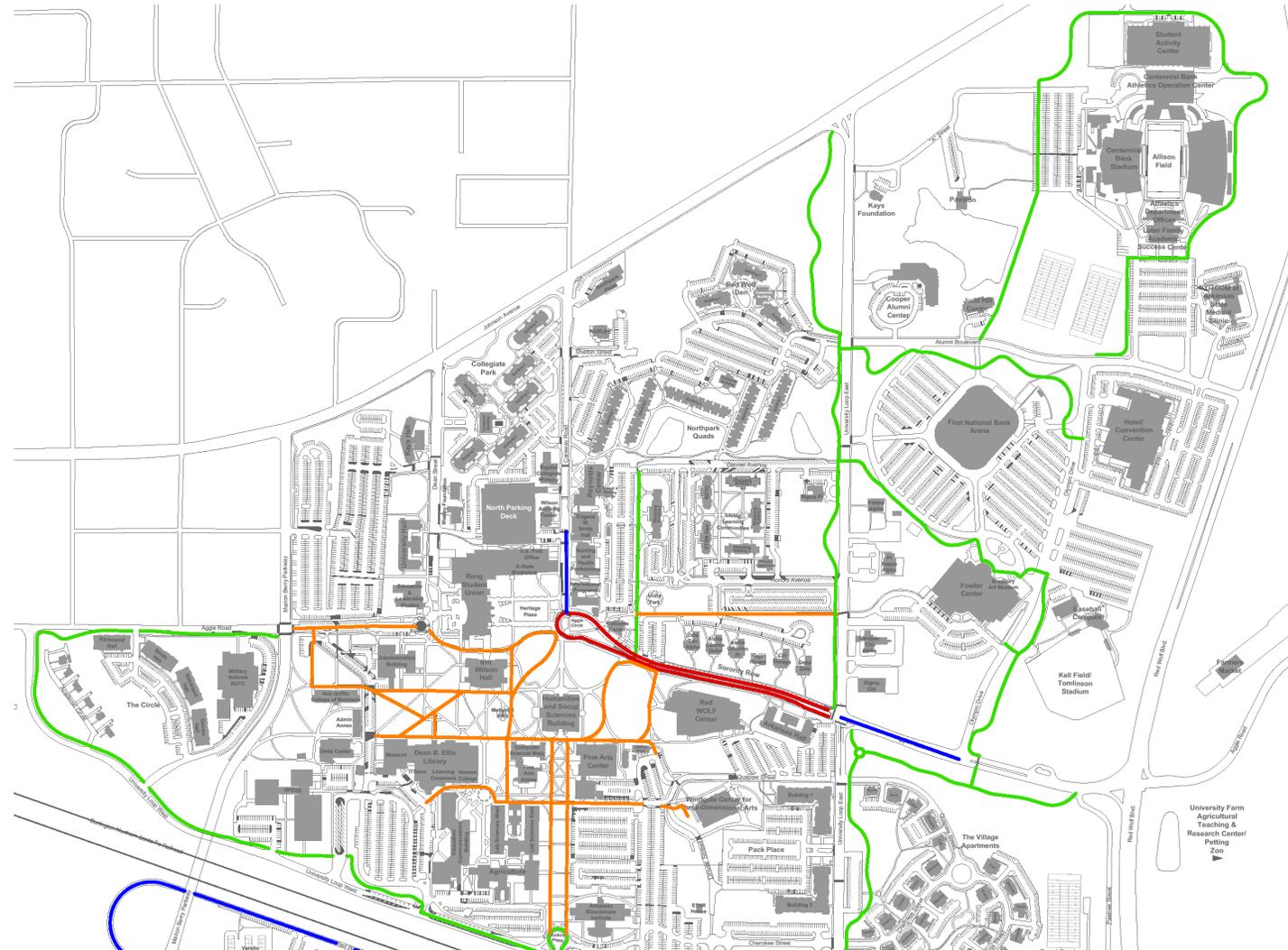
6. Announcements and Reminders:
   a. Catastrophic Leave Bank
   b. Next Meeting: November 18, 2020 – Guest speaker: Brad Phelps
   c. Virtual Benefits Sessions on October 21, 2020

7. Elections for Vice President
   a. Lauren DeFazio nominated Alyssa Wells. Alyssa accepted the nomination.
   b. Bekah Hickman and Tiffany Johnson were nominated but declined the nomination.
   c. Cathy Naylor moved that nominations cease. Lauren DeFazio seconded. Alyssa Wells was elected as Vice President by acclamation.
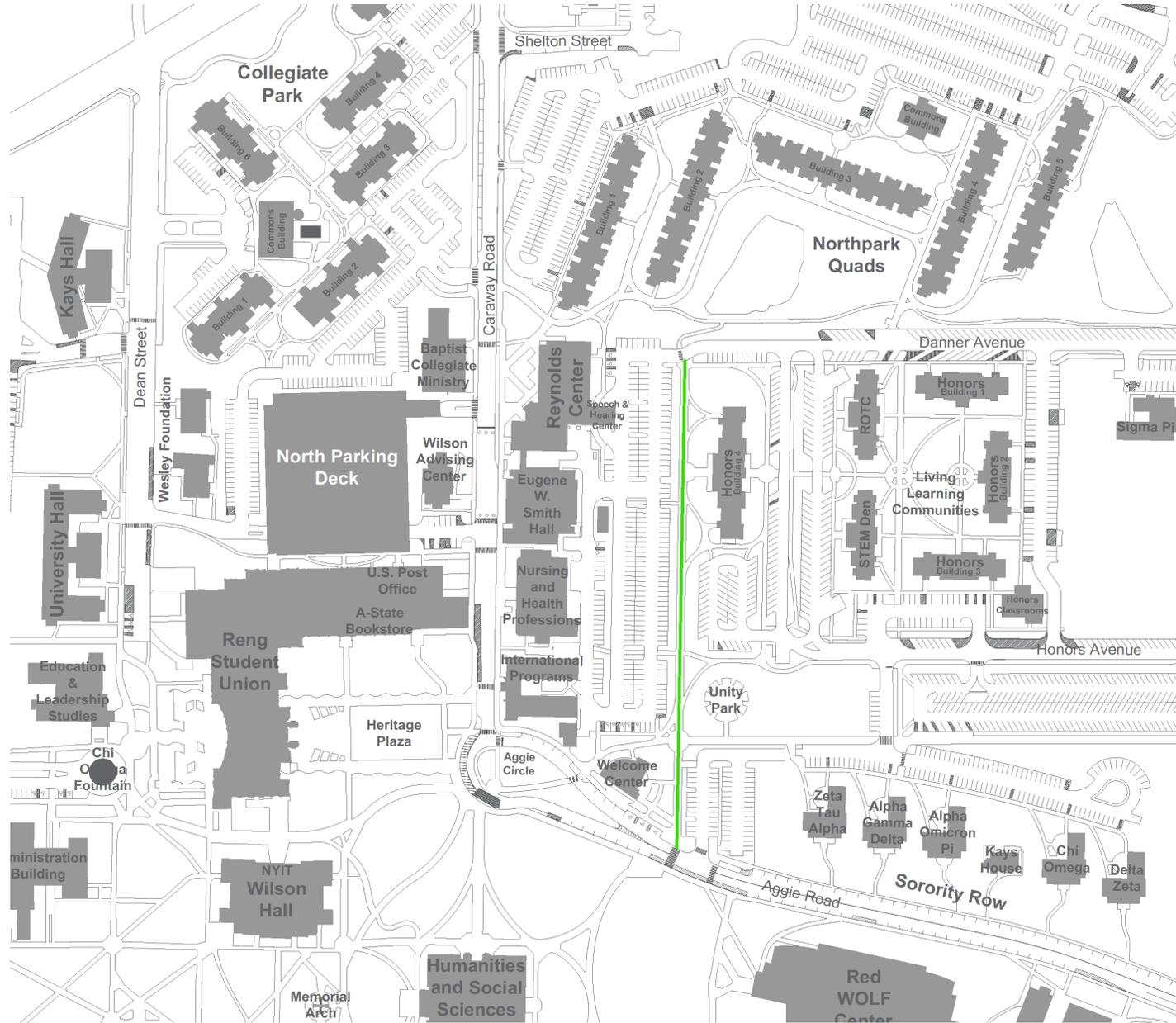
8. Elections for Secretary, vacated by Alyssa Wells
   a. Elizabeth Wakefield, Leigh Anne Hall, Tiffany Mosley, Sherry Hufstedler were nominated, but declined the nomination. Jennifer Salo was nominated but was not present to accept or decline the nomination.
   b. David Hakenewerth self-nominated.
   c. Angela Daniels moved that nominations cease. Sherry Hufstedler seconded. David Hakenewerth was elected as Secretary by acclamation.

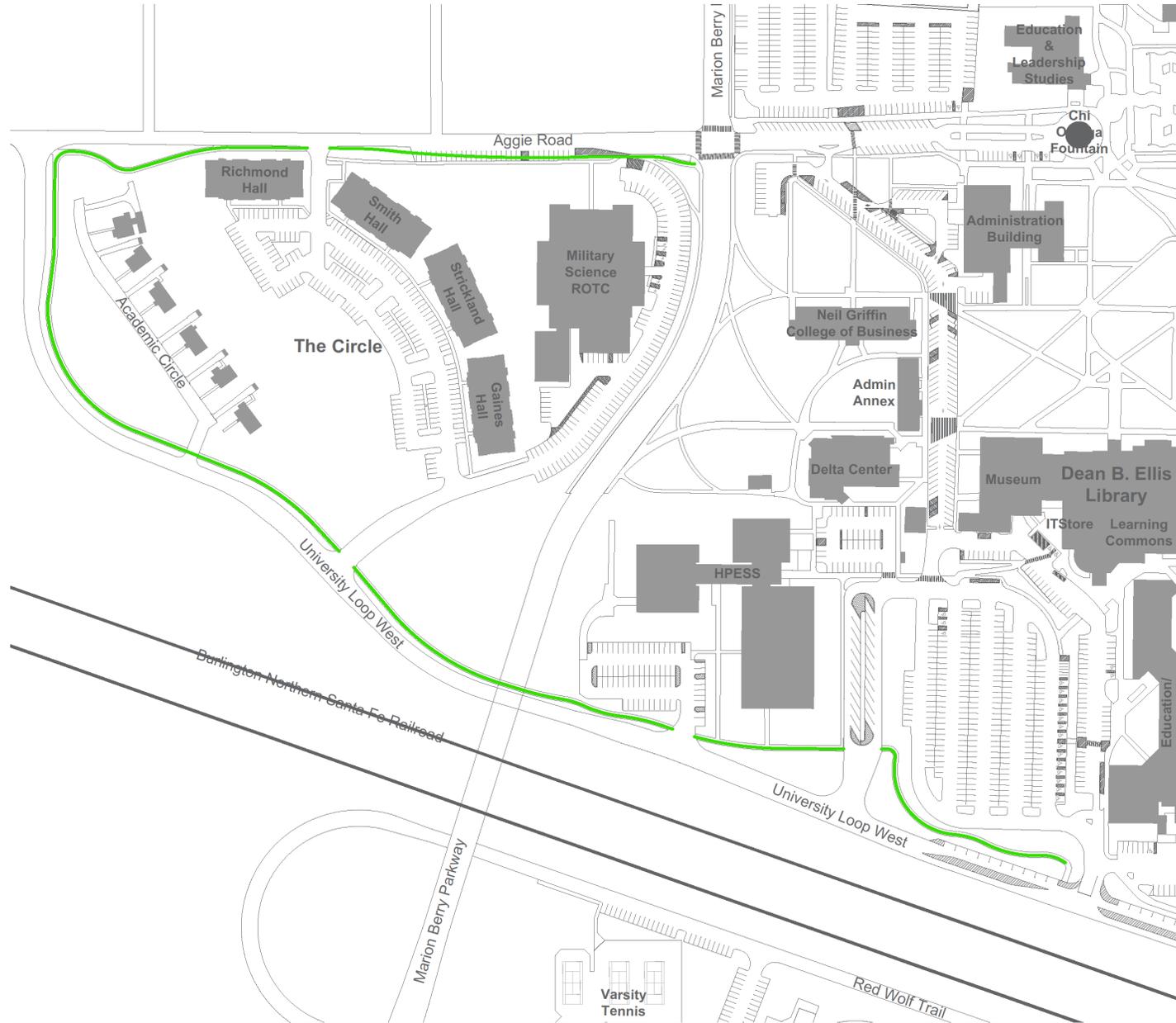9. Lauren DeFazio moved to adjourn. Alyssa Wells seconded. Meeting adjourned 3:56 pm.
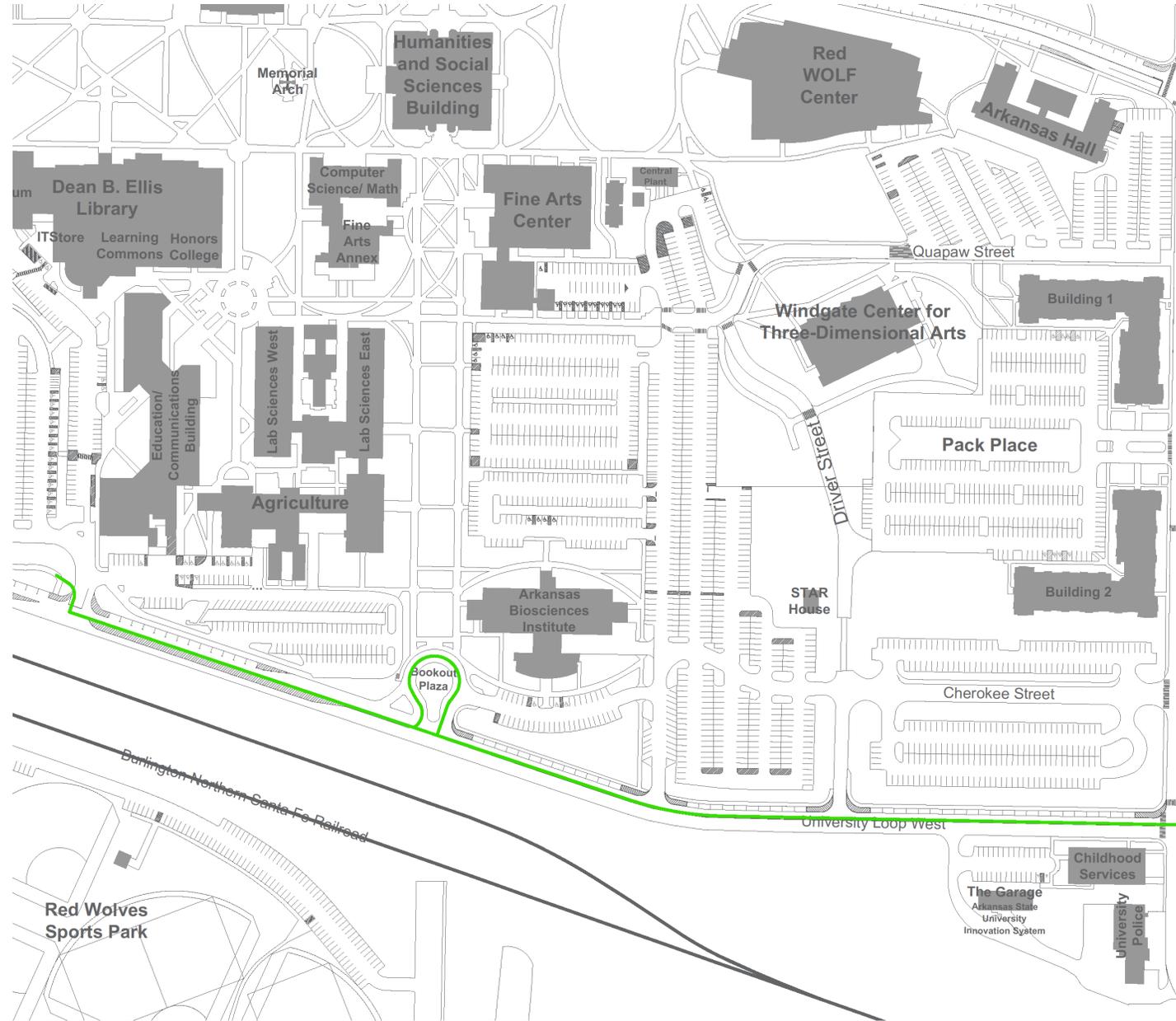
CAMPUS ACTIVE TRANSPORTATION

MULTI-USE TRAIL ———————————

SHARED SIDEWALK ———————————

BIKE LANE ———————————

SHARROWS ———————————
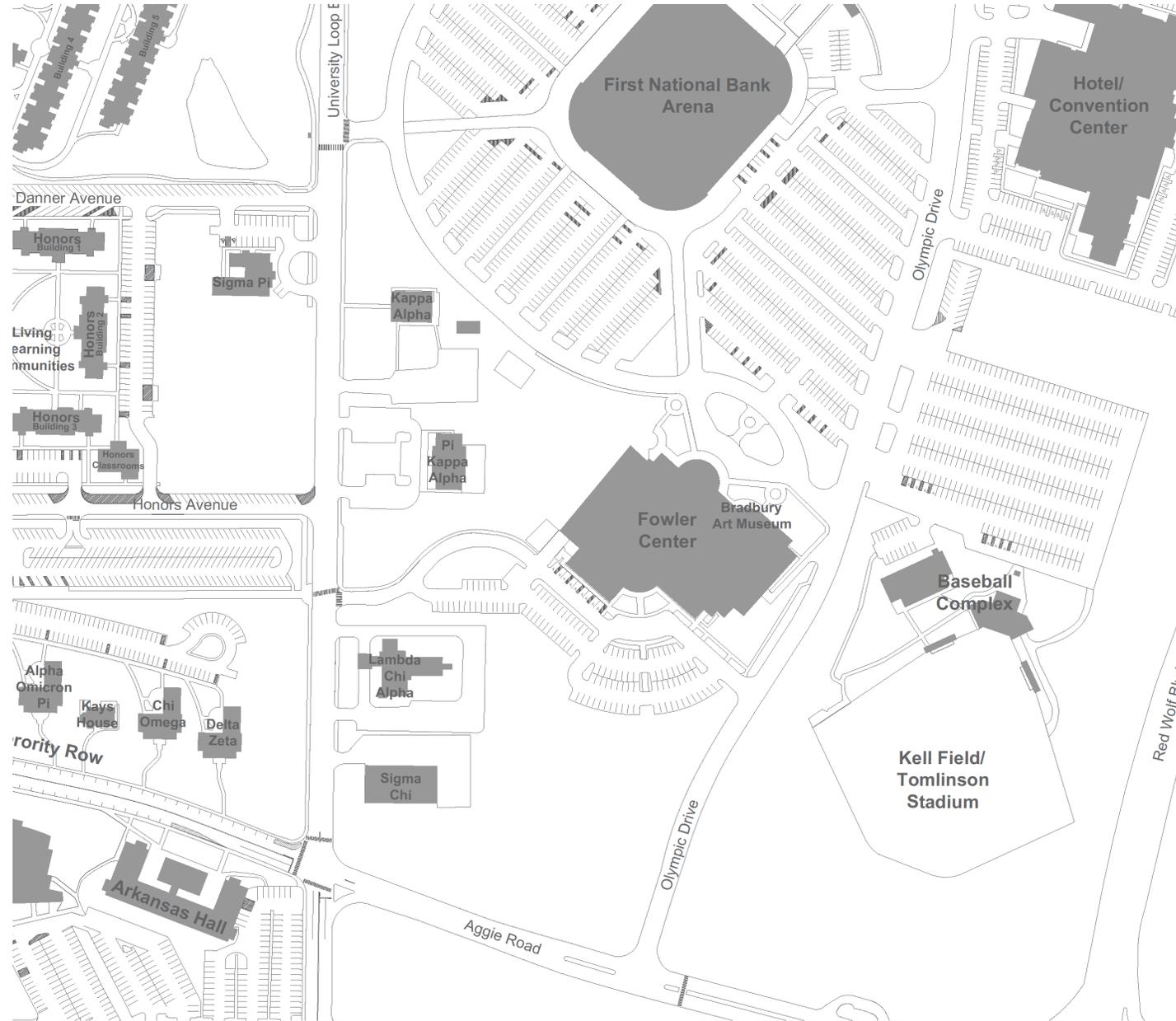
CAMPUS MULTI-USE TRAIL PROJECT
2012 FUNDING

CAMPUS MULTI-USE TRAIL PROJECT
2016 FUNDING

CAMPUS MULTI-USE TRAIL PROJECT
2018 FUNDING - Sheet 1

CAMPUS MULTI-USE TRAIL PROJECT
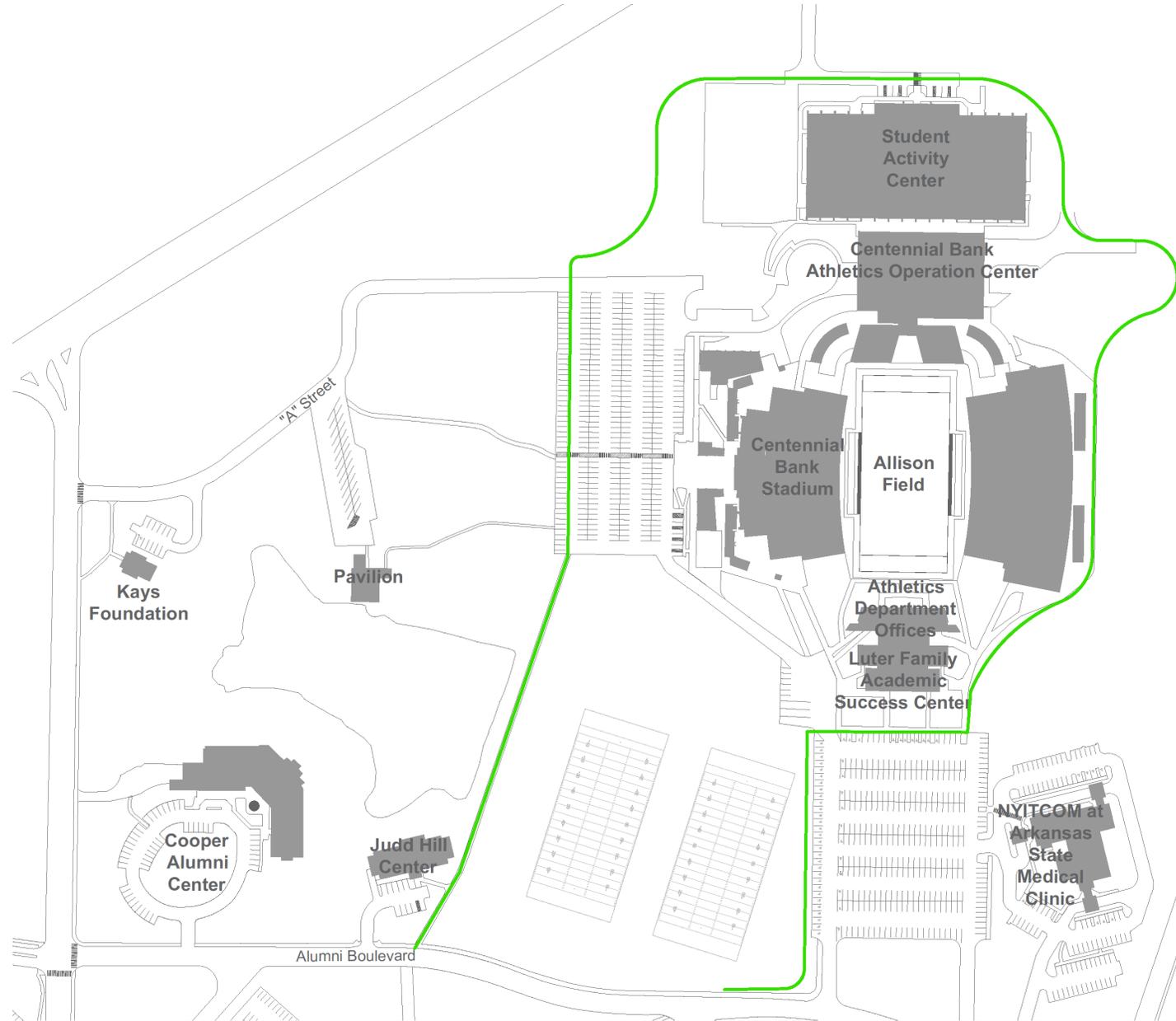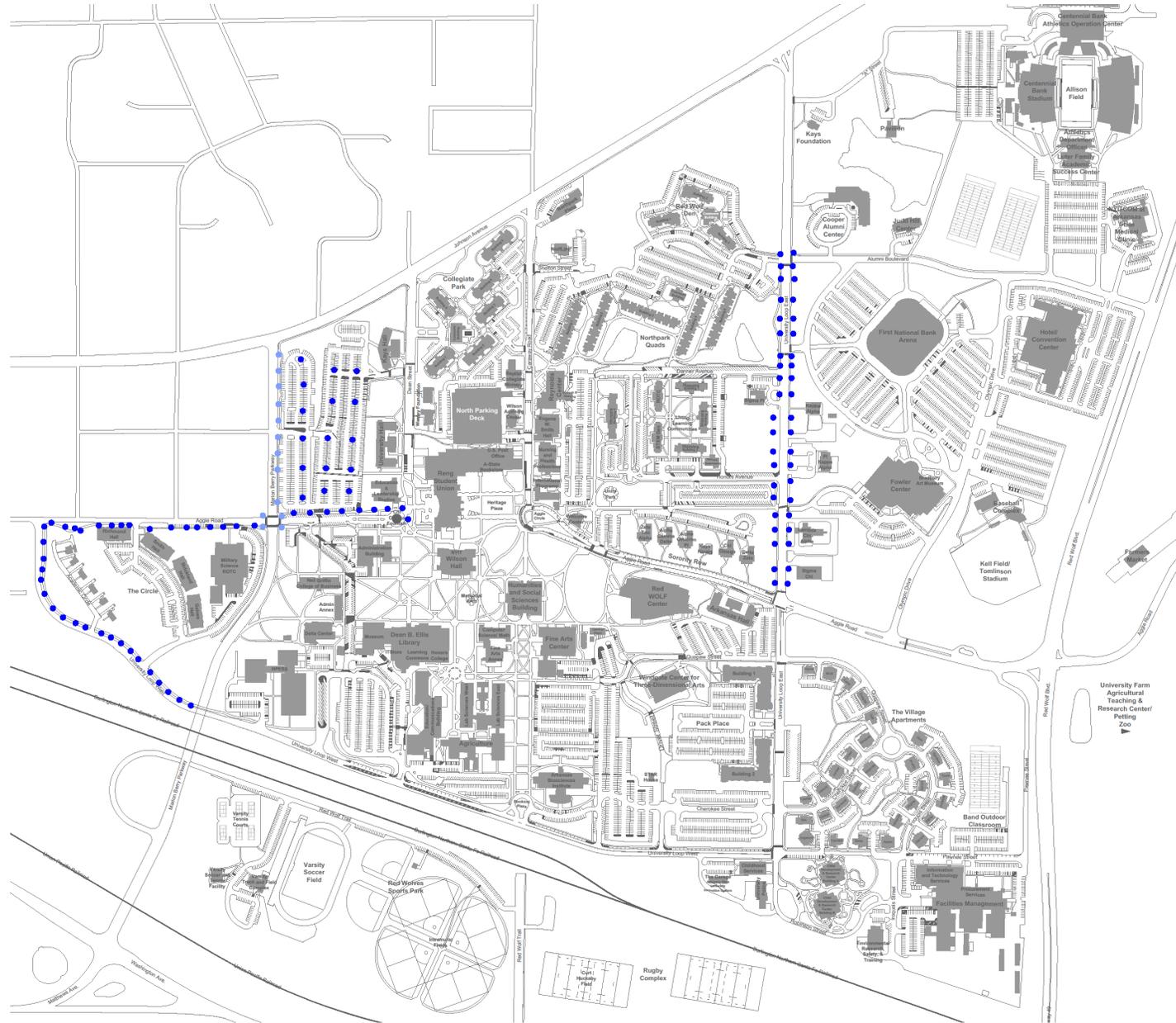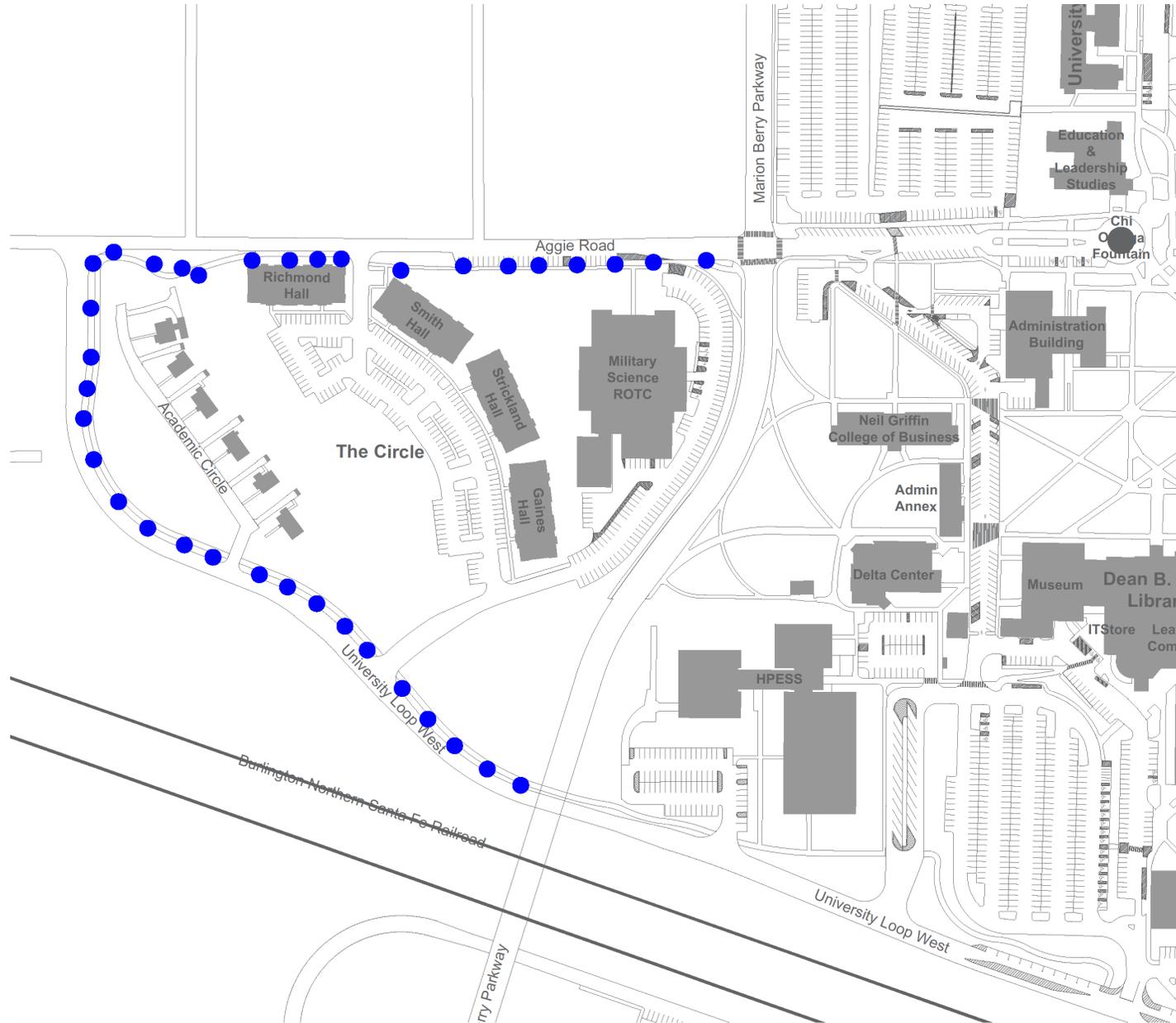**2018 FUNDING - Sheet 2**

CAMPUS MULTI-USE TRAIL PROJECT
2019 FUNDING - Sheet 1

CAMPUS MULTI-USE TRAIL PROJECT
2019 FUNDING - Sheet 2

Labels visible on map:

"A" Street

Centennial Bank Stadium

Allison Field

Kays Foundation

Pavilion

Athletics Department Offices

Luter Family Academic Success Center

Wolf ...en

Building 2

Commons Building

Building 3

Cooper Alumni Center

Judd Hill Center

Alumni Boulevard

University Loop East

Building 4

Building 5

First National Bank Arena

Hotel/Convention Center

...er Avenue

... Drive

CAMPUS MULTI-USE TRAIL PROJECT FUTURE

Student Activity Center

Centennial Bank Athletics Operation Center

Centennial Bank Stadium

Allison Field

Athletics Department Offices

Luter Family Academic Success Center

Kays Foundation

Pavilion

"A" Street

Cooper Alumni Center

Judd Hill Center

Alumni Boulevard

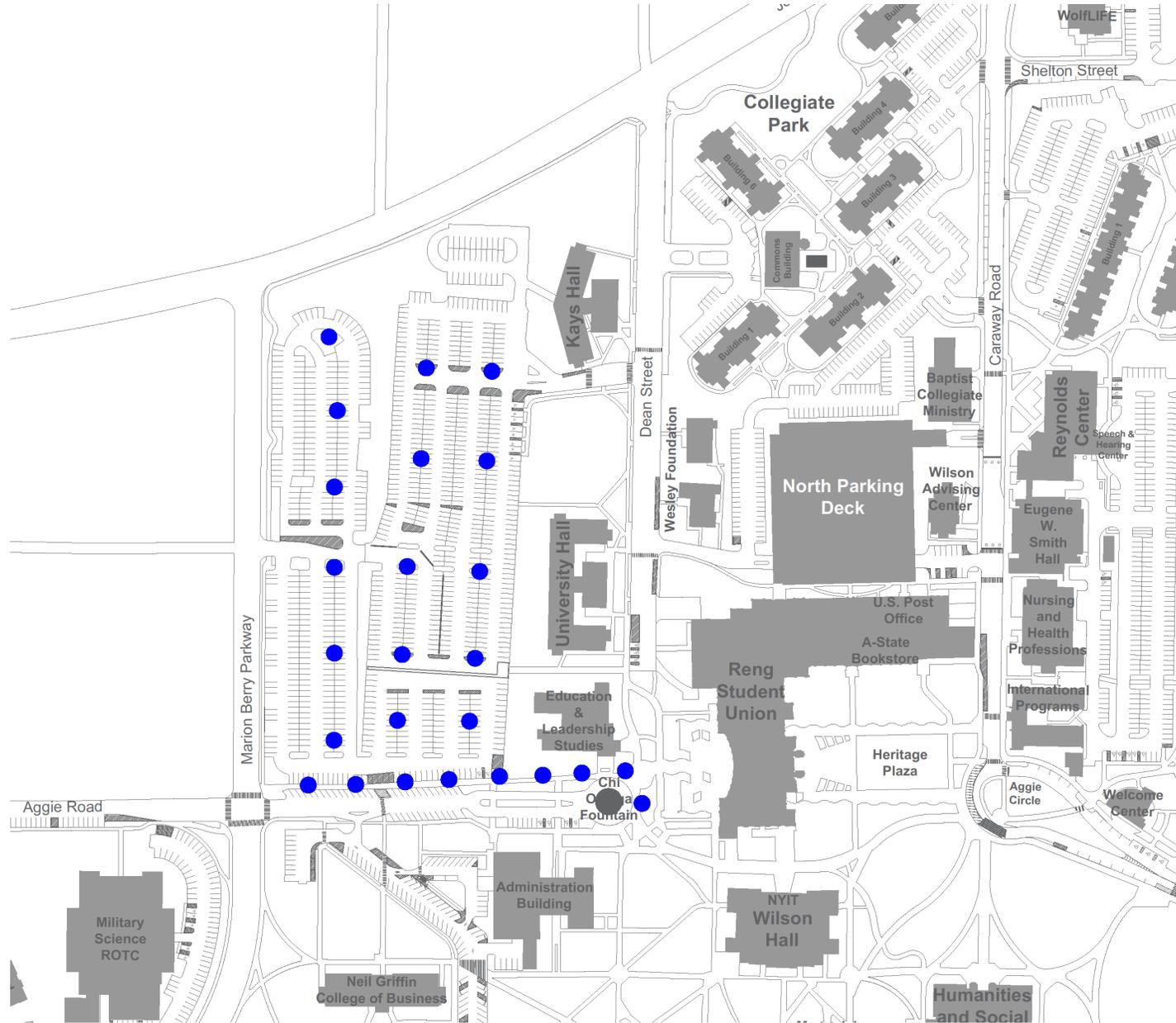NYITCOM at Arkansas State Medical Clinic
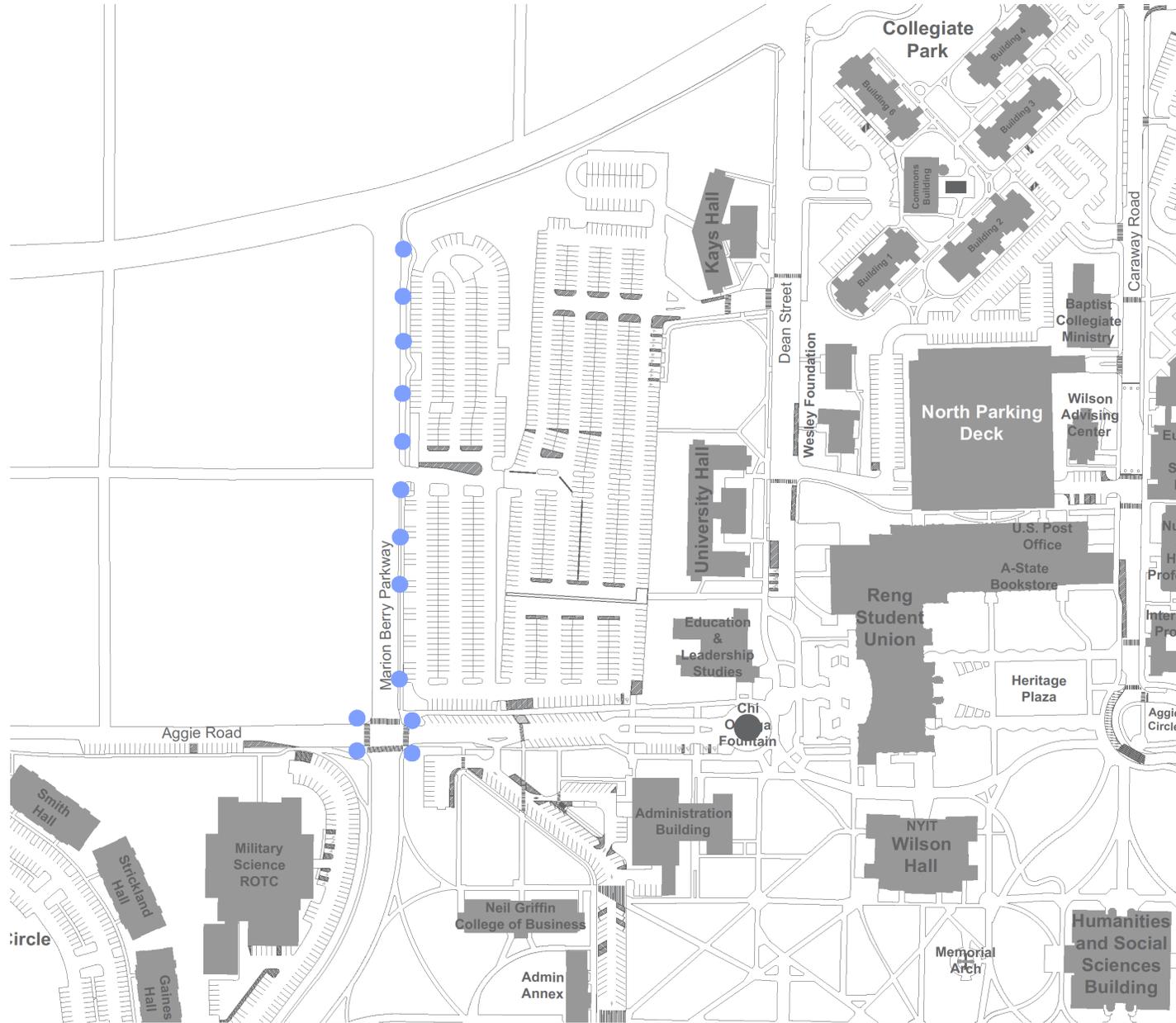
CAMPUS LIGHTING PROJECTS
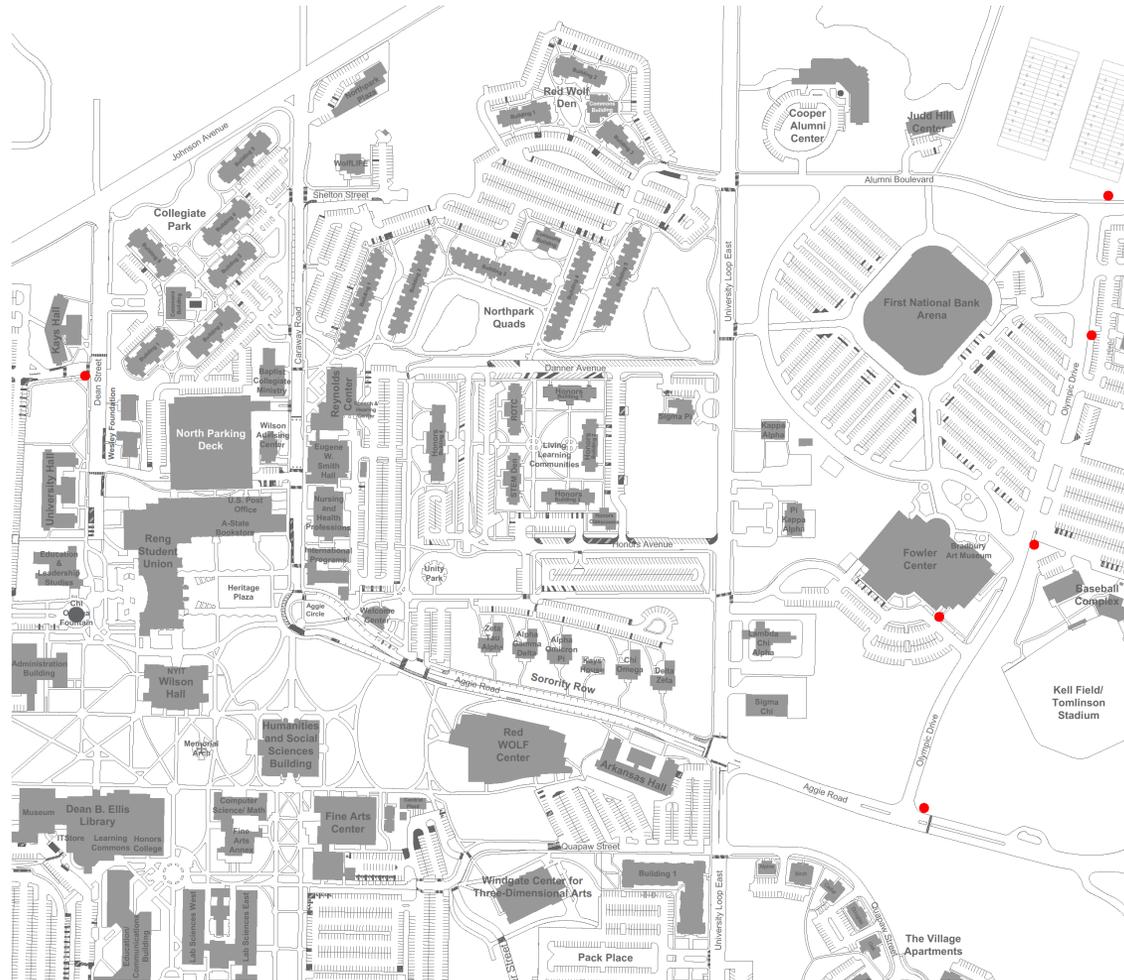
**CAMPUS LIGHTING PROJECT
2017**

CAMPUS LIGHTING PROJECT 2019

**CAMPUS LIGHTING PROJECT
2020**

CAMPUS LIGHTING PROJECT FUTURE

CAMPUS E-PHONE PROJECT
2020

Arkansas State University-Jonesboro
FY21 Budget Planning Spreadsheet
FINAL

Revenues:

Tuition:

Enrollment Mix Changes (4.3% reduction in E&G budgeted tuition revenue)		(2,900,000)
Anticipated Enrollment Decline (5% reduction in FY20 actual tuition revenue)		(3,300,000)
State Appropriation:		
ASU Revised Forecast 04/15/2020	(4,872,888)	
ASU-Heritage Revised Forecast 04/15/2020	(35,630)	
Restoration of FY20 Productivity Loss (one-time funding)	263,573	
Educational Excellence Trust Fund (10% reduction) - difference in FY20 Budget & Proposed FY21 Budget	(551,209)	
		(5,196,154)

Change in Revenues   **$11,396,154**

Budget Priorities:

Mandatory Increases:

Faculty Promotions (PRT), Faculty Equity, Health Care Premium Increase		
	254,175	
Fixed Cost Increases:		
Property Insurance Increase, Liability Insurance Increase, Bad Debt Expense, Software Maintenance	**114,421**	
Human Capital:		
ADHE directive - adjust anyone to minimum wage $11.00 per hour (staff $69K; GAs $89K)	**158,397**	

Total New Expenditures   **526,993**

Total Change in Revenue   **$11,923,147**

Permanent Funding Sources:

Budget Reductions:

Permanent Salary Savings, OVRIP Savings, Student Health Center, course fee expense reduction   **($1,758,690)**

Temporary Funding Sources:

Carry Forward, Temp Salary Savings (hard freeze), Infrastructure, Deferred Maintenance, PT Labor, Supplies & Services
CARES Act Temporary Funding   **(10,164,457)**

Total Funding Sources: **($11,923,147)**

ARKANSAS STATE UNIVERSITY

Staff Senate Treasurer's Report
October 31, 2020

University E & G Accounts		Beginning Balance	Debit/ Credit	Remaining
Staff Senate	Beginning Forward	$1,972.00		
110000-120008-1630	2-Staff Senate Polo's		(67.82)	
	Invoice 61339, M; Invoice 61428, XL			**$1,904.18**
Santa's Wolves Agency Account	Balance Forward	$ 3,770.67		
930002-390000-5000			-	
				$3,770.67
ASU Foundation Accounts				
Santa's Wolves	Balance Forward	$ 23,194.42		
200067	October Contributions (Payroll)		391.32	
				$23,585.74
Staff Senate Discretionary	Balance Forward	$25,370.72		
200069				
				$25,370.72
Staff Senate Education Assistance	Balance Forward	$1,023.35		
230139	October Contributions		56.64	
				$1,079.99