

**Staff Senate Meeting Agenda**  
**Wednesday, June 15, 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. New Business
  - a. DPA Recognition
  - b. Summer Hours
- V. Announcements and Reminders
  - a. Committee Updates
  - b. 2022-2023 Meeting Dates
  - c. Discuss Executive Committee Elections
  - d. Next Meeting: July 20, 2022

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- I. Call to Order – Alyssa Wells, President at 2:01 p.m.
  
- II. Roll Call - Himaja Balakrishnan, Sandra Bramblett, Robby Davenport, David Engelken, Pat Glascock, Whitley Green, David Hakenewerth, Leigh Anne Hall, Deanna Harris, Kevin Hennings, Sherry Hufstedler, Melissa Jackson, Kelli Listenbee, Lana Martin, Mary Elizabeth Spence proxy for Tiffany Mosley, Cathy Naylor, Christine Perry, Madeline Ragland, Lisa Reeves, Beth Robison, Kelly Sabin, Jennifer Salo, Blake Walker, Alyssa Wells, Rebecca Oliver
  
- III. Routine Business
  - a. Meeting Minutes – Sandra Bramblett motioned to approve the April 20 minutes, and David Hakenewerth seconded. The meeting minutes were approved unanimously.
  - b. Treasurer’s Report – Deanna Harris
  
- IV. Guest Speakers
  - a. Dr. Chuck Welch, ASU System President
    - Update on Chancellor’s search - Applications are now open, with a preliminary review date on Monday, May 23. Once applications are reviewed, the committee will narrow it down to 8-10 candidates; they will then conduct a round of interviews, followed by campus visits. Dr. Welch anticipates that 3-5 candidates will be brought to campus.
    - The candidates will engage in several settings: open forums (offered in a hybrid format for those who cannot attend in person), breakfast meetings, face-to-face formal interviews, etc.
    - Dr. Welch reached out to various constituency groups for questions for the interviews. There will be an online feedback instrument for people to submit feedback anonymously.
    - The search committee asks that we consider or think of any interview questions that our constituency groups would be interested in asking the candidates. If you have any questions that you’d like to share, please email them to Alyssa Wells at [awells@astate.edu](mailto:awells@astate.edu) or Cathy Naylor at [naylor@astate.edu](mailto:naylor@astate.edu).

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V. Announcements and Reminders

a. Committee Updates

- The Staff Appreciation Picnic will be tomorrow from 11:00 a.m. - 2:00 p.m. There will be lunch, bingo, door prizes, raffle, and an online silent auction. We will not be accepting cash for bingo, and the prices are \$1 for one card or \$3 for four cards. The raffle will be a 50/50 raffle—whichever wins the raffle will get half of the money, and the rest will go to the educational stipend fund.
- The Distinguished Performance Awards ceremony will be on Monday, May 23 from 1:00-3:00 in the Student Union Auditorium. Invitations have gone out to all nominees. There were around 140 nominations, which is significantly higher than years past. Retirees and years of service milestones will also be recognized.
- PROPS has enough awardees to build a website that mirrors the ‘Get to Know the Faculty’ page. The University Communications team is working on building this for Staff Senate.
- The Staff Senate Honors Wall was established in 2009, with intentions of recognizing staff every five years. The latest additions should have happened in 2019-2020 but was overlooked due to COVID. At the time it was last awarded, there was an ad hoc committee that made selections. Does Staff Senate want to establish that committee now? Could this be an added duty to the Distinguished Performance Awards committee?
- Sherry Huffstedler makes a motion to have the existing DPA committee be responsible for nominations and selections of staff members to go on the staff senate honors wall in the Union, to start this fall. Pat Glascock seconded. All unanimously approve.
- Question about TimeClock Plus (TCP) - HR was recently audited for TCP and Banner leave reporting. The audit looked at things such as were individuals taking at least a 30-minute lunch, clocking appropriately for wellness leave (the policy allows for 3 hours per week), were individuals taking wellness leave and educational leave at the same time (the policy states that individuals can only do one or the other), were individuals taking wellness leave and sick leave at the same time?
- HR received a spreadsheet from the audit on individuals who were flagged and followed up with those employees and their supervisors.

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There will now have to be a wellness release form filled out in the future so that can be on file with HR. There are certain situations where flexibility is necessary, but overall, employees should still be taking time for a lunch break, keeping up with their time, etc. HR is planning to do some additional trainings for users and supervisors soon.

b. Announcement of New Staff Senators – Cathy Naylor

c. Next Meeting: June 15, 2022

Kelly Sabin motioned to adjourn, and Sandra Bramblett second. Meeting adjourned at 3:22 p.m.



**Staff Senate Treasurer's Report  
May 31, 2022**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
<b>Staff Senate</b> 110000-120008-1630	Beginning Balance FY22	\$1,890.87		
	Elite Graphics (SS polos)		(365.97)	
	Sign Shop (SS nametags, nameplates)		(264.00)	
				<u>\$1,260.90</u>
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<b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 2,369.35		
	No Change			
				<u>\$2,369.35</u>
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<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$18,853.55		
	Tshirt Fund raiser		328.23	
	May Contributions		411.06	
				<u>\$19,592.84</u>
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<b>Staff Senate Discretionary</b> 200069	Balance Forward	\$20,523.62		
	Tshirt fund transfer		(328.23)	
	Bingo License Transfer		(50.00)	
	Staff Picnic Revenue		808.00	
	ACH Transfer Bingo License Fee		25.00	
	Voided Bingo Payment		50.00	
				<u>\$21,028.39</u>
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<b>Staff Senate Education Assistance</b> 230139	Balance Forward	\$3,807.34		
	May Contributions		41.64	
				<u>\$3,848.98</u>
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