

**Staff Senate Meeting Agenda**  
**Wednesday, September 16, 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. Parliamentarian Presentation: Annika Wilson
5. Guest Speaker: Dr. Kelly Damphousse, Chancellor
6. Announcements and Reminders:
  - a. Volunteers for quarantining food delivery
  - b. Next Meeting: October 21, 2020

**Staff Senate Meeting Agenda**  
**Wednesday, August 19, 2020 @ 2:00pm**  
**Virtual Meeting**

<https://astate.webex.com/astate/j.php?MTID=ma6b8019af3e84c0ba0600b5a57f1fe66>

1. Call to Order
2. Roll Call
3. Routine Business:
  - a. Meeting Minutes
  - b. Treasurer's Report
  - c. Shared Governance Committee Updates
4. Shared Governance Committee Appointments
5. Special Election for EEO70
6. Discussion Items:
  - a. Telecommuting/Work from Home Policy
  - b. COVID-19 Dashboard
7. Announcements and Reminders:
  - a. Parliamentarian
  - b. Next Meeting: September 16, 2020

**Staff Senate Meeting Minutes**  
**Wednesday, August 19, 2020 @ 2:00pm**  
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1. Call to Order – Rebecca Oliver at 2:00 pm
2. Roll Call – Jerilyn Bowman, Jeannie Cossey, Angela Daniels, Lauren DeFazio, Pat Glascock, Pam Graham, David Hakenewerth, Leigh Anne Hall, Deanna Harris, Bekah Hickman, Sherry Hufstedler, Tiffany Johnson, Kelli Listenbee, Stephanie Lott, Tiffany Mosley, Cathy Naylor, Rebecca Oliver, Kelly Ponder, Lisa Reeves, Jennifer Salo, Traci Simpson, Natalie Turney, Elizabeth Wakefield, Alyssa Wells, and Dominique White. Amber Jordan proxy for Catherine Miller.
3. Routine Business:
  - a. Meeting Minutes – All approved.
  - b. Treasurer’s Report – Presented by Pam Graham.
  - c. Shared Governance Committee Updates – We want to provide a time for members of committees to update the Staff Senate, so it will be added to routine business for each meeting. We also would like to task Staff Senate committees with creating a document to ensure continuity of information going forward.
4. Shared Governance Committee Appointments – presented by Cathy Naylor.
  - a. See attached.
5. Special Election for EEO70 will be conducted in the coming weeks.
6. Discussion Items:
  - a. Telecommuting/Work from Home Policy
    - i. The System administration is working on a work from home policy, which would have to be approved by the board. Staff pointed out that other institutions in AR and peer communities already have telework and work from home policies in place. Lori Winn offered to reach out and have conversations with administrators regarding a timeline for the implementation of a work from home or telecommuting policy.
    - ii. In regards to staff concerns over the timing of the return for phase 3 employees, Lori Winn explained that we previously had not required medical documentation for phase 3 employees. At this time, HR is requiring documentation for personal

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medical accommodations. Employees who do not qualify for personal medical accommodations are asked to return to work August 31, 2020. Faculty were granted reasonable accommodation through December 31<sup>st</sup> and assigned online courses. They will continue with their accommodations until December 31<sup>st</sup>, at which point they may be required to provide medical documentation to continue their personal medical accommodations.

- iii. Lori Winn provided some information on the types of leave available to employees at this time, including the 80 hours of administrative leave granted for COVID-19 quarantine, FMLA, and Expanded Family Medical Leave. Employees will need to work with Michelle Summers in Human Resources to discuss options.
- iv. Is there a time frame on a WFH policy? LW I don't have a timeline on that, but I can reach out and have that conversation and communicate it back to you.

b. COVID-19 Dashboard

- i. A lot of employees and students have been interested in having a dashboard so that the A-State community will be aware of the numbers on campus. Transparency is really important right now.
- ii. It is important for staff to know that if they're feeling sad, depressed, or anxious, there are resources available. Employees can take advantage of the Employee Assistance Program through St. Bernards. Human Resources will have more information on this program.
- iii. Self-Reporting Form – if you have observed individuals exhibiting symptoms of if someone has disclosed their exposure or diagnosis to you, you can use the form to report those observations. Your name will be kept private, but it can start the contact tracing process.

**1. As of August 31, 2020, this is no longer the case. The Self-Reporting form should be used by individuals who are experiencing symptoms, have been tested, or have had direct exposure to someone who has tested positive for COVID-19. Direct exposure means being within 6 feet or less for 15 minutes or more.**

**Staff Senate Meeting Minutes**  
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- iv. Observations from Facilities Management employees note that it is becoming more difficult to keep employees informed of relevant information related to COVID-19. There are automatic work orders, and COVID information isn't included in those. Lori Winn will reach out to discuss options to give employees as much information as they need to prepare for the situations.
  - c. Staff Senate Executive Committee ideas for this year:
    - i. Continuation for town hall meetings, separate from Staff Senate Meetings.
    - ii. Staff Senate EEO specific meetings.
    - iii. Discover 2020 Strategic Plan roll out
7. Announcements and Reminders:
- a. Next Meeting: September 16, 2020
  - b. Parliamentarian
  - c. Annika Wilson, Administrative Specialist in Academic Support Center for Athletics. She'll give a crash course of Robert's Rules of Order at September meeting.
  - d. Contact tracer positions open to students, staff, and faculty. Hours must completed be outside of normal work times. They are looking to hiring the equivalent of 40 full time employees as contact tracers.
8. Pam Graham moved to adjourn. Tiffany Johnson seconded. Meeting adjourned at 3:02.

## Shared Governance Committee Appointments 2020-2021

### Academic Calendar Committee

Lauren DeFazio  
Madeline Prestidge

### Buildings, Grounds, and Facilities Committee

Jim Copelin  
Kelli Listenbee

### Computers and Technology Committee

David Engelken  
Deanna Harris

### Development, Communications and Alumni Committee

Cathy Naylor  
Traci Simpson

### Disability Services Committee

Jeannie Cossey  
Chelsea Gambill  
Pat Glascock  
Dominique White

### Employee Benefits Committee

Carol Byrd  
Rosemary Freer  
David Hakenewerth  
Leigh Anne Hall  
Sherry Hufstedler  
Rebecca Oliver

### Honors Awards Committee

Adrian Everett  
Bekah Hickman  
Cathy Naylor

### Intercollegiate Athletics

Angela Daniels  
Traci Simpson

### International Students and Scholars Committee

Nikki Adams  
Dominique White

### Lecture-Concert Committee

Tiffany Johnson  
Madeline Prestidge

### Library Committee

Lana Martin  
Jennifer Salo

### Parking and Motor Vehicle Committee

Whitney Lumpkin  
Jennifer Novalick  
1 Vacancy

### Shared Governance Oversight Committee

Freddie Hawkins  
Stephanie Lott  
Cathy Naylor  
Rebecca Oliver  
Traci Simpson  
Alyssa Wells  
1 Vacancy (classified)

### Staff Hearing Committee (6 vacancies)

Steven Brown  
Robyn Clerk  
David Engelken  
Chelsea Gambill  
Pat Glascock  
Jeffrey Gulley  
Deanna Harris  
Whitney Lumpkin  
Helen McCoy  
Tiffany Mosley  
Jennifer Salo  
Tammy Stroud  
Elizabeth Wakefield  
Alyssa Wells

Student Disciplinary Committee

Chelsea Gambill  
David Hakenewerth  
Susan Murphy  
Elizabeth Wakefield

University Diversity and Affirmative Action  
Committee

Evette Allen  
Porsha McGregor  
Tiffany Mosley  
Madeline Prestidge  
Lauren DeFazio

**Staff Senate Committee Volunteers 2020-2021**

Staff Picnic Committee

David Hakenewerth  
Deanna Harris  
Lana Martin  
Cathy Naylor  
Rebecca Oliver  
Traci Simpson  
Alyssa Wells

Santa's Wolves

Deanna Harris  
Tiffany Johnson  
Rebecca Oliver  
Lisa Reeves  
Traci Simpson

Education Stipend Committee

Lauren DeFazio  
Cathy Naylor  
Rebecca Oliver  
Traci Simpson  
Elizabeth Wakefield

Distinguished Performance Award Committee

Bekah Hickman  
Rebecca Oliver  
Lisa Reeves  
Traci Simpson  
Alyssa Wells  
Dominique White



**Staff Senate Treasurer's Report  
August 31, 2020**

<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 FY21	\$2,140.00		<u>\$2,140.00</u>
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<b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 4,275.61		<u>\$4,275.61</u>
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<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$ 22,366.03		
	August Contributions (Payroll)		414.19	<u>\$22,780.22</u>
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<b>Staff Senate Discretionary</b> 200069	Balance Forward	\$25,370.72		<u>\$25,370.72</u>
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<b>Staff Senate Education Assistance</b> 230139	Balance Forward	\$910.07		
	August Contributions		56.64	<u>\$966.71</u>
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