

Staff Senate Meeting Agenda
Wednesday July 19, 2017 @ 2:00pm
8th Floor Board Room, Library

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
 - i. Correction to May's report
4. Old Business
 - a. Volunteers for Operation Move In August 19th
 - b. Emily Devereux - update on "Meet your Staff Senator"
5. New Business
 - a. Greetings from Dr. Damphousse, Chancellor
 - b. Rosemary Freer - update from the Benefits Committee
 - c. Facilities Management update on road and parking changes
 - d. Appointment of Constitution and Bylaws Committee
6. Report from the President
7. Open Discussion
8. Announcements and Reminders
 - a. Next meeting is September 20th and will be located in the Mockingbird Room, Carl R. Reng Center
 - b. Signups to volunteer for Operation Move In

Arkansas State University

Staff Senate Meeting

June 21, 2017

DRAFT MINUTES

The Arkansas State University Staff Senate met on Tuesday, June 23, 2017 in the Mockingbird Room in the Student Union on the A-State-Jonesboro campus. Staff Senate President, Hope Phillips, called the meeting to order at 2:00 pm.

In attendance: Nikki Adams, Spencer Bradley, David Smith (Proxy for Paula Broadway), Jon Carvell, Blake Simmons (Proxy for Todd Clark), Catrina Clark, Shane Copeland, Misty Cureton, Timothy Cureton, Emily Devereux, Margaret Davis (Proxy for Sharon Dollar), Traci Ellington, Adrian Everett, Rosemary Freer, Vickie Gilmer, Robert Gordon, Sharon Groves, Scott Johnson (Proxy for Jeffery Gulley), Deanna Harris, James Hart, Matthew Huckaby, Jarrod Long, Erin Brown (Proxy for Joyce Mann), Randy Martin, Herbert Ogles, Hope Phillips, Sheryl Puckett, Jennifer Novalick (Proxy for Judy Reed), Wendy Stotts, Tammy Webb, Scottie Wheat

May Minutes:

Randy Martin motioned to accept the minutes with clarification to a section of the President's Report. Rosemary Freer seconded, all approved.

May Treasury:

The report was presented by Sheryl Puckett. After reviewing Sheryl needs to double check where the picnic supply money came out of. Rosemary Freer motioned to table acceptance of the Treasure Report until next meeting. Jon Carvell seconded the motion and all approved.

Old Business:

Picnic Results:

- The silent auction was down around \$800 but the online auction made more money this year.

New Business:

July Meeting with Chancellor

- Hold a Meet and Greet beforehand to introduce him and other guests to our Senators

"Meet your Staff Senator":

- The idea is to create a profile for each of us and roll out one or two a week starting next month.
- Other Ideas included a Lip-sync video and a flash mob.

Committees:

- Distinguished Performance Awards-Janet Moore and Joyce Mann, Co-Chairs
- Staff Picnic-Sheryl, Chair
- Stipend Committee-Misty Cureton, Chair

- Election Committee, Adrian Everett, Chair

Proxy Pool and Communications:

- A few hard copies of the constituent list were handed out so people would know who they can contact in their category to be a proxy.
- We are asking several individuals in areas such as Facilities Management and Residence Life to put out hard copies of our meeting packets for staff that don't always have access to computers.
- Ask a constituent that thinks they would like being a Senator to be a proxy.

Location Ideas:

- Two or three times a year we would like to hold a meeting at another location to involve more Staff in those locations of campus.

Facebook/Webpage:

- Facebook-Emily is still working on adding pictures from the Picnic and Award Ceremony
- Website-Emily is working with Scott to make the updates for the Senator Changes
 - The archived items link will be back up once all the updates to the page are made.
 - Meeting Packets will continue to be put on the website at least a week before meeting.
 - Highlight past Presidents on the Webpage

Holding General Assembly/Town Hall Meetings:

- After Fall Semester gets started would be a good time to have one.

Staff Pictures:

- Once the photographer position is filled we will have Group and Individual pictures made.

Report from the President:

Hope attended her first Executive Council meeting Monday

- Highlights: A-State Pride and wearing a Red Wolf Shirt on Fridays.

Dr. Whitlock's Farewell Reception is June 22nd from 2-4 in the Admin Building Lobby

Hope and Angela will be meeting with Dr. Damphousse before the July 19th Staff Senate meeting

Open Shared Governance committee seats for upcoming year

- To sit on a Shared Governance committee the individual has to be a Senator

Announcements/Open Discussion

- Wear the "Every Red Wolf Counts" shirt July 3rd and take a picture to send to Emily.
- Next Meeting is July 19th at 2 p.m. and will be held in the Library 8th Floor Board Room
- Possibility of helping out as individuals or a group with Operation Move In on Saturday, August 19th

Deanna Harris moved to adjourn. Timothy Cureton seconded, and the meeting adjourned at 2:55 p.m.

**Arkansas State University
Staff Senate Treasurer's Report
May 31, 2017**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate	Balance Forward	\$2,343.42		
110000-120008-1630	Postage		(80.65)	
	Reimbursement Staff Senate Picnic Supplies		(80.81)	
	Sign Shop -		(351.82)	
				<u><u>\$1,830.14</u></u>
Santa's Wolves Agency Account	Balance Forward	\$ 4,840.55		
930002-390000-5000	Employee Assistance		(504.94)	
		0	-	
				<u><u>\$4,335.61</u></u>
ASU Foundation Accounts				
Santa's Wolves	Balance Forward	\$31,686.68		
200067	April Contributions		439.76	
	Employee Assistance			
				<u><u>\$32,126.44</u></u>
Staff Senate Discretionary	Balance Forward	\$17,409.73		
200069	ERWC T-Shirts		(984.64)	
			-	
				<u><u>\$16,425.09</u></u>
Staff Senate Educational Assistance	Balance Forward	\$874.68		
230139	April Contributions		58.30	
			-	
				<u><u>\$932.98</u></u>

**Arkansas State University
Staff Senate Treasurer's Report
June 30, 2017**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate	Balance Forward	\$1,830.14		
110000-120008-1630	Staff Senate Picnic Supplies		(510.85)	
				<u><u>\$1,319.29</u></u>
Santa's Wolves Agency Account	Balance Forward	\$ 4,335.61		
930002-390000-5000			-	
		0	-	<u><u>\$4,335.61</u></u>
ASU Foundation Accounts				
Santa's Wolves	Balance Forward	\$32,126.44		
200067	May Contributions		675.62	
	Employee Assistance			
				<u><u>\$32,802.06</u></u>
Staff Senate Discretionary	Balance Forward	\$16,425.09		
200069	Transfer to Educational Assistance Acct		(1,008.72)	
	Income from Picnic Bake Sale, Auctions		3,427.70	
	Income from ERWC T-Shirts		1,309.00	
				<u><u>\$20,153.07</u></u>
Staff Senate Educational Assistance	Balance Forward	\$932.98		
230139	May Contributions		90.16	
	Spring 17 Scholarships		(2,000.00)	
	Transfer from Discretionary Acct		1,008.72	
				<u><u>\$31.86</u></u>



Staff Senate Attendance Record

		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Last Name	First Name												
Adams	Nikki	Present	Present										
Bradley	Spencer	Present	Present										
Broadway	Paula	Proxy	Proxy										
Carvell	Jon	Present	Present										
Clark	Todd	Present	Proxy										
Clark	Catrina	Proxy	Present										
Copeland	Shane	Present	Present										
Cureton	Misty	Absent	Present										
Cureton	Timothy	Absent	Present										
Devereux	Emily	Present	Present										
Dollar	Sharon	Present	Proxy										
Ellington	Traci	Present	Present										
Everett	Adrian	Present	Present										
Freer	Rosemary	Present	Present										
Gilmer	Vickie	Absent	Present										
Gordon	Robert	Present	Present										
Groves	Sharon	Present	Present										
Gulley	Jeffery	Present	Proxy										
Harris	Deanna	Present	Present										
Hart	James	Present	Present										
Huckaby	Matthew	Absent	Present										
Long	Jarrold	Proxy	Present										
Mann	Joyce	Proxy	Proxy										
Martin	Randy	Present	Present										
Ogles	Herbert	Present	Present										
Phillips	Hope	Present	Present										
Puckett	Sheryl	Present	Present										
Reed	Judy	Present	Proxy										
Stotts	Wendy	Present	Present										
Turney	Natalie	Absent	Absent										
Webb	Tammy	Present	Present										
Wheat	Scottie	Present	Present										

Proxies:

May: Cheryl Richie proxy for Paula Broadway, Connie Scott proxy for Catrina Clark, Alanna Williams proxy for Jarrod Long, Erin Brown proxy for Joyce Mann

June: David Smith Proxy for Paula Broadway, Blake Simmons Proxy for Todd Clark, Margaret Davis Proxy for Sharon Dollar, Scott Johnson Proxy for Jeffery Gulley, Erin Brown Proxy for Joyce Mann, Jennifer Novalick Proxy for Judy Reed