

Staff Senate Meeting Agenda
Wednesday, July 17, 2019 @ 2:00pm
Delta Center, Executive Board Room

201

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Officer Nominations and Elections
 - a. President
 - b. Vice President
 - c. Vice President of Communication
 - d. Secretary
 - e. Treasurer
5. Announcements and Reminders
 - a. The August meeting will be held in Delta Center Board Room 201 and the date will be announced soon.

**Arkansas State University
Staff Senate Treasurer's Report
June 30, 2019**

| <u>University E & G Accounts</u> | | <u>Beginning Balance</u> | <u>Debit/Credit</u> | <u>Remaining</u> |
|--|-------------------------------------|--------------------------|---------------------|---------------------------|
| Staff Senate | Balance Forward | \$2,129.84 | | |
| 110000-120008-1630 | Sodexo Catering - Senator Reception | | (108.17) | |
| | Elite Graphics | | (1,001.73) | |
| | Senator Name Plaques & Name Tags | | (500.00) | |
| | | | | <u><u>\$519.94</u></u> |
| | | | | |
| Santa's Wolves Agency Account | Balance Forward | \$ 2,242.91 | | |
| 930002-390000-5000 | | | | |
| | | | | <u><u>\$2,242.91</u></u> |
| | | | | |
| ASU Foundation Accounts | | | | |
| Santa's Wolves | Balance Forward | \$28,701.24 | | |
| 200067 | June Contributions | | 403.56 | |
| | | | | <u><u>\$29,104.80</u></u> |
| | | | | |
| Staff Senate Discretionary | Balance Forward | \$25,370.72 | | |
| 200069 | | | | |
| | | | | <u><u>\$25,370.72</u></u> |
| | | | | |
| Staff Senate Educational Assistance | Balance Forward | \$1,652.11 | | |
| 230139 | June Contributions | | 66.64 | |
| | | | | <u><u>\$1,718.75</u></u> |

Staff Senate Meeting Minutes
Wednesday, June 13, 2019 @ 2:00 pm
Welcome Center

1. Call to Order – 2:10 by Chair Rob Gordon
2. Roll Call – Nikki Adams, Jon Carvell, Todd Clark, Traci Ellington, Vicki Gilmer, Lisa Kihlstadius, Brook Smith proxy for Robyn Klerk, Catherine Miller, Rebecca Oliver, Kelly Ponder, Hope Phillips, Sheryl Puckett, Traci Simpson, Tammy Webb, Dominique White, Chad Woodard, Douglas Christensen, Kathleen Cocherell, Leigh Anne Hall, Loretta Fulton proxy for David Engelken, Alyssa Wells, Jennifer Salo, Victoria Payne proxy for Elizabeth Wakefield, Herbert Ogles, Sharon Dollar, Spencer Bradley, Emily Devereux
3. Routine Business
 - a. Meeting Minutes – presented, motion to accept by Lisa Kihlstadius, seconded by Catherine Miller. All approved
 - b. Treasurer’s Report – presented by Sheryl Puckett. New polos, name tags and plaques will come out of remaining funds for fiscal year. No other comments were made and these were approved.
4. Old Business – there was no old business to report
5. New Business
 - a. Rebecca went over upcoming dates for the dates for the 2019-2020 Staff Senate Meetings.

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|--------------|
| July 17 |
| August 14* |
| September 18 |
| October 23 |
| November 20 |
| December 18 |
| January 22 |
| February 19 |
| March 18 |
| April 15 |
| May 20 |
| June 17 |

Dates are subject to change.

- b. Representation is needed from Staff Senate on Shared Governance Committees
Rob will email the list out of what committees are needing members.
If interested in serving, let Rob know and he will pass information on to the next Staff Senate President.
The website for Shared Governance was introduced and overviewed for Senators. Anyone interested in one of the committees can see the website for additional information.
- c. Rob went over final adjustments to New Constitution and Bylaws
 - i. Senate Vacancies – when seat is vacated, next person with the most votes would fill the position
 - ii. EEO Category changes – when individual promoted and EEO Category changes, senator would still serve under category elected in.
 - iii. Attendance – When senator misses more than 3 meetings, the Executive Committee will determined if absences are excused or if position is now vacated.
 - iv. Assignments of proxy – proxy to be from same EEO Category of senator. Proxy can vote on items on agenda only.
- d. Election of Officers will be conducted at the July Meeting
 - i. Senators encouraged to review duties of each office.

- ii. New position has been created – Parliamentarian which will be part of the Executive Council
 - iii. Senators were encouraged to run for an office.
 - e. Expectations of Senators Overviewed
 - i. Attendance of meetings
 - ii. Provide feedback from constituents
 - iii. Attend Staff Senate Events – Picnic/Auction, Benefits Fair, Lil Bit of Christmas (Santa’s Wolves), Move In Weekend
 - f. Communication with Senators and constituents. New ideas will be discussed at the July meeting.
- 6. President’s Report
 - a. Rob Gordon did not have anything to present.
- 7. Open Discussion - None
- 8. Announcements and Reminders
 - a. The next meeting will be held on July 17 at 2:00 pm in the Delta Center Executive Board Room 201.
- 9. Catherine Miller made motion to adjourn and Chad Woodard seconded. All approved