

Staff Senate Meeting Agenda
Thursday, June 13, 2019 @ 2:00pm
Welcome Center

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Old Business
5. New Business
 - a. Senator Training
6. President's Report
7. Open Discussion
8. Announcements and Reminders
 - a. The next meeting date is July 17 and will be held in Delta Center Board Room 201.

Staff Senate Meeting Minutes
Wednesday, May 15, 2019 @ 2:00 PM
Executive Board Room 201, Delta Center

1. Call to Order – 2:01 by Vice President Rebecca Oliver
2. Roll Call – Michael Alvord proxy for Lauren Adams, Nikki Adams, Kathy Naylor proxy for Jon Carvell, Todd Clark, Colette Vaughn proxy for Traci Ellington, Laura Surdyk for Vicki Gilmer, Carissa Griffin, Billy Pierce proxy for Jeff Gulley, Tiffany Johnson, Lisa Kihlstadius, Robyn Klerk, Catherine Miller, Rebecca Oliver, Kelly Ponder, Hope Phillips, Sheryl Puckett, Traci Simpson, Tammy Webb, Dominique White, Mike Hinson proxy for Chad Woodard
New Senators in attendance – Douglas Christensen, Kathleen Cocherell, Freddie Hawkins, Leigh Anne Hall, David Engelken, David Hakenewerth, Brandilynn Dean, Alyssa Wells, Jennifer Salo
3. Routine Business
 - a. Meeting Minutes – presented, Carissa Griffin motioned to approve the March minutes. Tracey Simpson seconded. All approved.
 - b. Treasurer’s Report – presented by Sheryl Puckett.
4. Old Business – None
5. New Business
 - a. New Senators recognized
 - b. Discussion of New Senator Training – The following items were discussed to include in the training:
 - Calendar
 - Overview of shared governance process and committees including definition what each committee stands for
 - Education on Staff Senate Committees
 - Overview of constitution and bylaws
 - General expectations of senators
 - How to best represent their EEO category – how to communicate with their category – constituent list
 - Point of Contact/Responsibility
 - Basic overview of Roberts Rules of Order
 - Email list of constituents
 - Process of presenting an issue and possible resolution or policy change
6. Committee Updates
 - a. Sheryl Puckett - Picnic – Comments received that the set up was great, liked the location etc., Appreciation of committee was expressed.
 - b. Hope Phillips - Distinguished Performance Awards – Appreciation of Committee was expressed. The ceremony was very well presented.
7. President’s Report – There were no new items to report.
8. Open Discussion
 - a. Sheryl Puckett asked about giving the remaining cups away at New Student Orientation. Suggestion was made to give Human Resources a box of cups for New Employee Orientations. A box was delivered to Human Resources and the remaining were to be given at NSR.

- b. Time Clock Plus – Brandilynn Dean reported that the system was being piloted with UPD and FM. Both time systems will be run simultaneously for testing. Target date of July 1st to switch over to Time Clock Plus for remaining departments.

9. Announcements and Reminders

- a. The next meeting – Tuesday June 11 or 13th – by show of hands either date is fine. Date will be determined and sent out at later date. We will have Welcome Reception for New Senators at the next meeting.

10. Hope Phillips motioned to adjourn and Lisa K– Hope and Lisa Kihlstadius seconded. All approved.

**Arkansas State University
Staff Senate Treasurer's Report
May 31, 2019**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate	Balance Forward	\$2,179.84		
110000-120008-1630	Sign Shop - Outgoing President Plaque		(50.00)	
				<u><u>\$2,129.84</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	\$28,280.68		
200067	May Contributions		420.56	
				<u><u>\$28,701.24</u></u>
Staff Senate Discretionary	Balance Forward	\$22,087.48		
200069	Picnic Reimbursement		(738.76)	
	Picnic Silent Auction Revenue		2,758.00	
	Picnic Online Auction Revenue		1,187.00	
	Picnic Bake Sale Revenue		77.00	
				<u><u>\$25,370.72</u></u>
Staff Senate Educational Assistance	Balance Forward	\$1,585.47		
230139	May Contributions		66.64	
				<u><u>\$1,652.11</u></u>