

Staff Senate Meeting Agenda
Wednesday November 16, 2016 @ 2:00pm
Mockingbird Room, Carl R. Reng Center

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Old Business
 - a. New Overtime Rule & Tracking – Take effect Dec. 1, 2016
5. New Business
 - a. Katey Provence – Food Pantry
 - b. Shared Governance Proposals
 - i. [16 FA 04 - Evaluation of the Chancellor](#)
 - ii. [16 FA 05 - Sexual Discrimination Grievance Procedure](#)
 - c. December Meeting
6. Report from the President
7. Open Discussion
8. Announcements and Reminders
 - a. Nov. 17 and Nov. 18 - Arkansas State University Bookstore's Faculty/Staff Appreciation Event is
 - b. Next meeting TBD

Arkansas State University

Staff Senate Meeting

October 19, 2016

DRAFT MINUTES

The Arkansas State University Staff Senate met on Wednesday, October 19, 2016 in the Mockingbird Room in the Student Union on the A-State-Jonesboro campus. Staff Senate President, Angela Daniels, called the meeting to order at 2:00 pm.

In attendance: Paula Broadway, Catrina Clark, Blake Simmons (Proxy for Todd Clark), Elizabeth Rouse (Proxy for Shane Copeland), Misty Cureton, Timothy Cureton, Angela Daniels, Rodney Davis, Emily Devereux, Adrian Everett, Vera Forrest, Rosemary Free, Sharon Groves, Robert C. (Proxy for Jeffery Gulley), Brandy Hampton, Deanna Harris, Matthew Huckaby, Amber Jordan, Brian Shelton (Proxy for Randy Martin), Jennifer Novalick, Ashley Parnell, Amy Privett, Judy Reed, Randall Tate, Tammy Webb, Leigh Ann Hall (Proxy for Scott Wheat)

September Minutes:

There were two corrections made; removing the \$46 statement regarding health care and changing the food to pantry donations in the report from the president. Rosemary Freer motioned to accept the minutes as corrected. Paula Broadway seconded, all approved.

September Treasury:

The September report was presented by Angela Daniels. Items of note included Santa's Wolves and September Contributions. The report was filed for audit.

Old Business:

Our constituents list was broken down for each senator. We ask that each senator informs their constituents with information provided.

New Business:

Our first visitor was the United Way Director, Annette, along with Dr. Shane Hunt. Dr. Hunt is serving as the campaign chair for NEA. He encourages all A-State employees to give money to the United Way campaign. All of the money stays local, and when a person's hunger level increases, their success level decreases dramatically. We should also share with our constituents what \$1 donated buys. There are multiple ways to give. Dr. Hunt explained that we could deduct United Way donations from our pay roll, which will kick in on January 1st. We can also fill out pledge cards or go to Howlin' for United Way at <http://www.astate.edu/a/united-way/>. New donors can be entered into a drawing for a 1 year membership at St. Bernard Health & Wellness or a Fitbit. Any past donors that increase their donations can win a \$250 grocery gift card. Give \$160 or more to be eligible for a drawing for 2 tickets for the Memphis Grizzlies vs. Miami Heat Game, Friday night, Nov. 25th. Last year's donors that increase their donation by \$160, will be eligible for 2 drawings for Red Wolf paintings by Kara Fowler. The department

with the highest percentage of employee participation will receive a pizza party. A-State's goal last year was \$15,000, this year it was raised to \$30,000.

Angela discussed the two proposals for shared governance. Shared Governance Process is currently in the Faculty Handbook. In efforts to build a culture of shared governance, discussion are being held on removing the Shared Governance Process of the Faculty Handbook. If anyone has any questions, please use the "Ask Staff Senate" form online.

Lori also presented some Cigna pharmacy benefits. She further explained overtime regulations and when the changes will be implemented. All information she presented is attached in the slides.

Report from the President:

We are raising food pantry donations between divisions for Christmas break and summer break. Please contact Angela at angelad@astate.edu ext.: 2579 for more information.

The benefits fair is October 27th.

Our next meeting will be on November 16, 2016.

With no open discussion, Timothy Cureton motioned to adjourn. Matthew Huckaby seconded, and the meeting adjourned at 3:11 p.m.



Staff Senate Attendance Record

| Last Name | First Name | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|-----------|------------|---------|---------|---------|------------|---------|---------|-----|-----|-----|-----|-----|-----|
| Broadway | Paula | Present | Present | Proxy | No Meeting | Present | Present | | | | | | |
| Clark | Catrina | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Clark | Todd | Present | Present | Present | No Meeting | Present | Proxy | | | | | | |
| Copeland | Shane | Present | Present | Present | No Meeting | Present | Proxy | | | | | | |
| Cureton | Misty | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Cureton | Timothy | Present | Present | Present | No Meeting | Proxy | Present | | | | | | |
| Daniels | Angela | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Davis | Rodney | Present | Present | Present | No Meeting | Proxy | Present | | | | | | |
| Devereux | Emily | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Edwards | Katie | Present | Absent | Absent | No Meeting | Absent | X | | | | | | |
| Everett | Adrian | Present | Present | Absent | No Meeting | Present | Present | | | | | | |
| Forrest | Vera | Present | Absent | Present | No Meeting | Present | Present | | | | | | |
| Freer | Rosemary | Present | Present | Proxy | No Meeting | Present | Present | | | | | | |
| Groves | Sharon | Present | Proxy | Present | No Meeting | Present | Present | | | | | | |
| Gulley | Jeffery | Present | Present | Present | No Meeting | Present | Proxy | | | | | | |
| Hampton | Brandy | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Harris | Deanna | Present | Present | Absent | No Meeting | Present | Present | | | | | | |
| Hart | James | Present | Present | Present | No Meeting | Present | Absent | | | | | | |
| Huckaby | Matthew | Present | Present | Present | No Meeting | Proxy | Present | | | | | | |
| Jordan | Amber | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Long | Jarrod | Present | Present | Present | No Meeting | Absent | Present | | | | | | |
| Martin | Randy | Present | Absent | Present | No Meeting | Present | Proxy | | | | | | |
| McCain | Carla | Present | X | X | No Meeting | X | X | | | | | | |
| Novalick | Jennifer | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Ogles | Herbert | Present | Present | Present | No Meeting | Present | Absent | | | | | | |
| Parnell | Ashley | X | Present | Present | No Meeting | Present | Present | | | | | | |
| Pettie | Brian | Present | Proxy | Present | No Meeting | Present | Absent | | | | | | |
| Privett | Amy | Present | Present | Absent | No Meeting | Present | Present | | | | | | |
| Puckett | Sheryl | Present | Present | Present | No Meeting | Present | Absent | | | | | | |
| Reed | Judy | Present | Present | Present | No Meeting | Present | Present | | | | | | |
| Tate | Randall | Present | Present | Proxy | No Meeting | Present | Present | | | | | | |
| Turney | Natalie | Present | Present | Present | No Meeting | Present | Absent | | | | | | |
| Webb | Tammy | Present | Present | Present | No Meeting | Proxy | Present | | | | | | |
| Wheat | Scottie | Present | Proxy | Present | No Meeting | Present | Proxy | | | | | | |

Proxies:

May: Debbie Davis proxy for Katie Edwards, Amanda Waters proxy for Deanna Harris, Brian Shelton proxy for Randy Martin, Tony Bittle proxy for Brian Pettie
 June: Nikki Turner proxy for Sharon Groves, G. Olsen proxy for Brian Pettie, Tracy McMasters proxy for Scott Wheat
 July: Jo Boyd proxy for Paula Broadway, T. Johnson proxy for Rosemary Freer, Carol Cummings proxy for Randall Tate
 September: Loretta B. proxy for Timothy Cureton, Robert Bailey proxy for Rodney Davis, Carol Cummings proxy for Matthew Huckaby, Connie S. proxy for Tammy Webb
 October: Blake Simmons proxy for Todd Clark, Elizabeth Rouse proxy for Shane Copeland, Robert C. proxy for Jeffery Gulley, Brian Shelton proxy for Randy Martin, Leigh Anne Hall proxy

**Arkansas State University
Staff Senate Treasurer's Report
October 31, 2016**

| <u>University E & G Accounts</u> | | <u>Beginning Balance</u> | <u>Debit/Credit</u> | <u>Remaining</u> |
|---|---|--------------------------|---------------------|--------------------|
| Staff Senate 110000-120008-1630 | Balance Forward Postage | \$2,625.00 | | <u>\$2,625.00</u> |
| Santa's Wolves Agency Account 930002-390000-5000 | Balance Forward | \$3,379.77 | | <u>\$ 3,379.77</u> |
| ASU Foundation Accounts Santa's Wolves 200067 | Balance Forward September Contributions Employee Assistance | \$33,157.13 | 472.88 | <u>\$33,630.01</u> |
| Staff Senate Discretionary 200069 | Balance Forward Contributions (Enterprise for Picnic Food) Reimbursement for Door Prize for Benefits Fair | \$17,250.30 | 492.63 (83.20) | <u>\$17,659.73</u> |
| Staff Senate Educational Assistance 230139 | Balance Forward September Contributions Laura Billbrey Donation | \$466.58 | 58.30 - | <u>\$524.88</u> |