

Staff Senate Meeting Agenda
Wednesday April 18, 2018 @ 2:00pm
8th Floor, Library

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes (February correction, March review/approval)
 - b. Treasurer's Report
4. Old Business
 - a. Hope Phillips – Staff Senate 2018 Election of Senators
 - b. Hope Phillips - Election Process
 - c. Sharon Groves – By-Laws and Constitution Review Update
 - d. Sheryl Puckett – Picnic Committee Update
 - e. Joyce Mann and Janet Moore – Distinguished Performance Awards Update
5. New Business
6. Report from the President
7. Open Discussion
8. Announcements and Reminders

Arkansas State University

Staff Senate Meeting

February 21, 2018

APPROVED MINUTES

The Arkansas State University Staff Senate met on Wednesday, February 21, 2018 in the Mockingbird Room in the Carl R. Reng Center on the A-State Jonesboro campus. Staff Senate President, Hope Phillips, called the meeting to order at 2:00 p.m.

In attendance: Nikki Adams, Spencer Bradley, Paula Broadway, Jon Carvell, Catrina Clark (Absent), Todd Clark, Shane Copeland, Misty Cureton (Absent), Timothy Cureton (Proxy Terri Cooper), Angela Daniels, Emily Devereux (Proxy David Hicks), Sharon Dollar, Traci Ellington, Adrian Everett, Rosemary Freer, Vickie Gilmer, Robert Gordon, Sharon Groves, Jeff Gulley (Proxy Randy Wheatin), Deanna Harris, James Hart, Matt Huckaby, Jarrod Long (Absent), Joyce Mann, Randy Martin (Absent), Herbert Ogles, Hope Phillips, Sheryl Puckett, Wendy Stotts (Proxy Matt Howard), Natalie Turney, Tammy Webb, Scott Wheat

January Minutes:

With no changes to the January minutes Rosemary Freer made a motion to accept the minutes and Herbert Ogles seconded, all approved.

January Treasury:

January Treasury report was presented by Sheryl Puckett. The stipend payments will be on next month's report and is about \$3,000.00. Traci Ellington made a motion to accept the January Treasury report and Joyce Mann seconded, all approved.

Old Business:

- Adrian Everett – Staff Senate 2018 Election of Senators
 - The email for nominees will go out soon and the Non-Faculty/Professional category is the biggest category
 - May 16th the new senators will take their seats and they will be invited to the April meeting for a meet and greet
- Summer Deprow – A-State Student-Learning Assessment Handbook
 - Summer is collecting input and feedback to update the document.
 - She's already been to the Chair/Dean Counsel and Faculty Senate
 - Once all the feedback gathered and document updated she will present to SGOC.
 - The document is posted on assessment webpage
 - Handbook will establish a standard process
 - Primary focus on the learning outcome on page 5 of handout
 - If the outcomes are met then could have a co-curricular that will need assessment

New Business:

- HLC
 - Handout provided
 - Open Forum will be held Tuesday March 6th at 8:30am
- Pack Pact
 - Purpose is to beginning the conversation and create long lasting awareness
 - March 13 – 5k Walk/Run at noon and location is to be announced
 - There will be signage with facts that will mark the course
 - April Events – National Sexual Assault Awareness Month
 - Denim Day is April 25th
 - Understanding who is responsible for reporting and if it includes things that are off campus
- Staff Picnic and Award Ceremony Dates
 - Staff Picnic will be Thursday May 17th
 - Sheryl will be emailing for volunteers and help
 - Award Ceremony will be Friday May 18th
 - Location to be announced
 - Joyce Mann and Janet Moore are Co-Chairs
- March and April Meeting Dates and Locations
 - March meeting falls during Spring Break
 - We will look at room available for week before and after then vote by email
 - April we believe will be OK to keep the same date but may move locations
- SGOC Proposal: Service Animals and Emotional Support Animals
 - Submitted by Disability Services Committee
 - Proposal is being pulled to update/rewrite because only consist of student side
 - Once updated SGOC will send back out as proposal
 - Merge with Pet Policy Operating Procedure
 - Jon Carvell – Where does Reasonable Accommodation come in?
 - What about allergies and Labs that must be sterile
 - Emotional Support Animal?
 - Up to Disability Service/University Counsel/HR to determine procedure?
 - What qualifies and how to enforce
 - Approved for Residence Halls
 - Who enforces?
 - Residence Life and Disability Services/Student Counsel for Students
 - Affirmative Action for Staff?
- LaTosha Pye – Recruitment – Pack Preview Volunteers
 - Pack Preview is March 3rd

Report from the President:

- Huron Town Hall is March 13th at 4:00 p.m.
- Time Tracker Task Force to find a better time tracking solution for the campus
- 2018 Holiday Calendar
 - 3 days assessed
 - What if the employee doesn't have the time built up?
 - Concern voiced by a senator about **Residence Life Maintenance** being on call but still assessed this past year

Announcements/Open Discussion:

- SGA – go in with Faculty Senate to donate/sponsor for St. Jude, \$375.00 each
 - Deanna Harris made a motion to sponsor and Adrian Everett seconded

Deanna Harris moved to adjourn. Adrian Everett seconded, and the meeting adjourned at 3:17 p.m.

Arkansas State University

Staff Senate Meeting

March 28, 2018

DRAFT MINUTES

The Arkansas State University Staff Senate met on Wednesday, March 28, 2018 in the Break Room in the Facilities Management Building on the A-State Jonesboro campus. Staff Senate President, Hope Phillips, called the meeting to order at 2:03 p.m.

In attendance: Nikki Adams, Spencer Bradley, Paula Broadway (Proxy Mia Taylor), Jon Carvell, Catrina Clark, Todd Clark (Absent), Shane Copeland (Proxy Robert Hailey), Misty Cureton, Timothy Cureton, Angela Daniels, Emily Devereux, Sharon Dollar, Traci Ellington, Adrian Everett, Rosemary Freer, Vickie Gilmer, Robert Gordon, Sharon Groves (Absent), Jeff Gulley, Deanna Harris, James Hart, Matt Huckaby, Jarrod Long (Absent), Joyce Mann, Randy Martin, Herbert Ogles, Hope Phillips, Sheryl Puckett, Wendy Stotts, Natalie Turney, Tammy Webb, Scott Wheat

January Minutes:

With no changes to the February minutes Timothy Cureton made a motion to accept the minutes and James Hart seconded, all approved.

January Treasury:

February Treasury report was presented by Sheryl Puckett. Jeff Gulley made a motion to accept the February Treasury report and Herbert Ogles seconded, all approved.

Old Business:

- Adrian Everett – Staff Senate 2018 Election of Senators
 - We had 330 different nominations total
 - No one has accepted yet for Skilled Crafts (EEO 60)
 - Discussion on what to do if none of the nominees accept the nomination
 - Senators and visitors mentioned two additional individuals, so we had a total of 4 nominees for that category
 - Put paper ballots in the Residence Life Maintenance and Facilities Management areas for individuals that can't access the electronic voting application
- Sheryl Puckett – Picnic Committee Update
 - Picnic is May 17th
 - Looking for donation help/collecting the donations
 - Need volunteers to work the picnic and to make items for the bake sale
- Joyce Mann – Awards Ceremony
 - Awards Ceremony is May 18th
 - The Distinguished Performance Awards announcement and application has been put in the Digest
 - Deadline is April 9th at noon

New Business:

- Terry Mohajir – Recruitment/Retention Motivation
 - Terry provided a motivational speech about how all employees of A-State are responsible for Recruitment and Retention of students
 - We should always strive to make every interaction positive
- Timothy Cureton (For Henry Torres) – ITS Multi-Factor Authentication
 - This effects everyone on campus and will help provide additional protection against phishing attempts

- The user can receive the authentication request by text, call (landline or mobile), or push notification on smart phones
 - The mobile app is called Duo Mobile
- For right now you will only be asked to authenticate when logging in to myCampus
- It will be mandatory for myCampus login starting April 18th
- Roughly 400 people have opted in early since the authentication was turned on
- This authentication will eventually be on all applications (Banner 9, Blackboard Learn, etc.)
- Rosemary Freer – Benefits Committee Update
 - The committee has not met since our last Staff Senate meeting in February
 - A letter was sent to the System Office with the following concerns:
 - Out-of-pocket expenses on mental health and physical therapy
 - Pharmacy co-pay amounts
 - Revisiting the Tier System mentioned in the Huron Consulting results
 - Keeping the campus informed-System Office agreed to do a quarterly news letter
 - We will be getting the campus Wellness money to help fund the Wellness Program
 - The committee isn't sure at this time if there will be any rate increases
 - Continue to notify the committee and Human Resources when something isn't covered that should be

Report from the President:

- OPM to ADHE transition
 - There is a task force across the state to work on revising the pay plan
 - The current pay plan is from 2009

Announcements/Open Discussion:

- Next Week is Sexual Harassment Awareness week
- Next Staff Senate meeting is April 18th in the Library Board.
 - Reception for the incoming Senators will begin at 1:30 p.m.

Timothy Cureton moved to adjourn. Angela Daniels seconded, and the meeting adjourned at 3:00 p.m.

**Arkansas State University
Staff Senate Treasurer's Report
March 31, 2018**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate	Balance Forward	\$2,376.13		
110000-120008-1630	Postage		(3.29)	
				<u><u>\$2,372.84</u></u>
Santa's Wolves Agency Account	Balance Forward	\$ 4,404.84		
930002-390000-5000	Employee Assistance (2-27-18)		(504.94)	
	Not reflected on Feb Report			
	Employee Assistance (3-23-18)		(504.94)	
		-	-	<u><u>\$3,394.96</u></u>
ASU Foundation Accounts				
Santa's Wolves	Balance Forward	<u><u>\$30,378.70</u></u>		
200067	March Contributions		488.54	
				<u><u>\$30,867.24</u></u>
Staff Senate Discretionary	Balance Forward	\$18,554.04		
200069	St Jude Up Till Dawn		(375.00)	
			-	<u><u>\$18,179.04</u></u>
Staff Senate Educational Assistance	Balance Forward	\$3,084.56		
230139	March Contributions		84.56	
				<u><u>\$3,169.12</u></u>