

**Staff Senate Meeting Agenda**  
**Wednesday, April 19, 2023 @ 2:00 p.m.**  
**Delta Center 201 and Zoom**

- I. Call to Order
- II. Roll Call
- III. Routine Business
  - a. Meeting Minutes
  - b. Treasurer's Report
- IV. Guest Speakers
  - a. Dr. Martha Spack, Vice Chancellor of Student Affairs
- V. Announcements and Reminders

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- I. Call to Order – Madeline Ragland, President at 2:00 p.m.
  
- II. Roll Call: Luna Acosta, Nikki Adams, Autumn Anderson, Himaja Balakrishnan, Catherine Beaver, Sandra Bramblett, Perdeta Bush, Angela Daniels, Robby Davenport, LaVonda Evans, Tracy Finch, Pat Glascock, Deanna Harris, Melissa Jackson, Christina Kostick, Tabatha Simpson-Farrow proxy for Kelli Listenbee, Jarrod Mayfield, Porsha McGregor, Prathima Pattada, Christine Perry, Madeline Ragland, Johnathan Reaves, Kelly Sabin, Natalie Turney, Alyssa Wells
  
- III. Routine Business
  - a. Meeting Minutes – Johnathan Reaves motioned to approve the February 15 minutes, and Christina Kostick seconded. The meeting minutes were unanimously approved.
  - b. Treasurer’s Report – Sandra Bramblett
  
- IV. Guest Speakers
  - a. Tracy Finch, Registrar
    - CPOS (Course Program of Study): CPOS pertains to federal financial aid; it ensures that federal financial aid is only used for courses pertaining to students’ degrees or a minor.
    - Registrar is working on a CPOS guide to share with students and staff. The guide will be published on the website once completed.
    - If students take a class that’s not in their degree audit, it won’t be paid for with federal money; this does not affect private scholarships. Students can declare another minor or switch their bulletin year. Students may visit with their advisor about this and work with Registrar to get a substitution in place so Financial Aid can audit and see that the course(s) can be paid for.
    - CPOS will be implemented in Fall 2023, though it has been a federal requirement for years. If a requirement is vague, Registrar will reach out to the department so Banner can understand. Students need to know how to run a degree audit in

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Self-Service, then reach out to their advisor. This is a process that has been happening, but there is now an automated mechanism to prevent the disbursement of money. This process is not being implemented to hinder students, but rather to protect their federal aid so they can graduate on time. You can work with Registrar to make it work for your degree program.

b. Madeleine Volner, Volunteer A-State President

- A-State Food Pantry: Volunteer A-State provides the campus community a place to serve and learn. The biggest entity they deal with is the Food Pantry, founded in 2015. The Food Pantry serves students, staff, and faculty and is located at 2907 E. Johnson Avenue. They are open Monday, Wednesday, and Friday, completely student-led and student-run. They currently have 70 weekly volunteers who commit once a week for a semester.
- Services offered: free groceries, coat closet, and hygiene products. All you need is a valid A-State ID. When people visit the pantry, volunteers greet clients, then ask them fill out a form where they indicate how many are in their household and what food they would like. The volunteers make bags of food and bring the food to the recipient.
- 3,000 individuals were served during the last calendar year (January 2022-December 2022). Recently, they have been struggling to keep food on the shelves. For context, they served 36 people in Feb 2019 vs. 300 in February 2023. 60% of clients are A-State staff; 150% increase in clients served prior to the pandemic; 400% increase in clients served in 2021 & 2022.
- \$39,000 estimated amount to fund the pantry through 2023. 3,200 estimated individuals to be served in 2023. Current needs: donations, support, and awareness. At any time, monetary or food donations are accepted. They are an entity of the NEA Food Bank, but they do not get free food from them; it has to be purchased from them.

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- If an RSO wanted to do a food drive, they would need to speak with Madeleine Volner (President) or Bekah Hickman (advisor). You can email [pantry@astate.edu](mailto:pantry@astate.edu).
- Follow the Food Pantry on social media! You can also check out their Amazon wishlist, as well as choose to be a Torchbearer and select your money to go to the Food Pantry. Facebook: Volunteer A-State, Instagram: @volunteerastate, (870) 972-2055.
- Question about company donations: they are working on partnerships building recurring donations; meeting with the mayor on Friday and the Chamber of Commerce after Spring Break.
- Number one ask: get on your phone and order items from the Amazon wish list. Hygiene items are a hard thing to keep in stock. Toothbrushes, toothpaste, bar soap, deodorant
- April 17-21 will be a student “flex it forward” week

V. Announcements and Reminders

- Choose designation for Day of Giving – Decided on Education Stipend
- Distinguished Performance Awards – An email just came out with all DPA info. In addition to the annual DPA honors, Staff Senate charged the DPA committee with creating the process to continue the tradition of the Staff Wall of Honor, located on the 3<sup>rd</sup> floor of the Union. Nominations are open through the DPA nominations close. Performance awards open on march 31 for 2 weeks. Close April 15. DPA committee will schedule a workshop and make selections of award winners. There will be 10 this year. This wall was established in 2010 and recognized 100 staff to celebrate the centennial celebration and goes every 5 years. There has been a gap in awardees due to Covid.
- DPA developed a process and would like to propose this to be added to the constitution and bylaws so it is not forgotten in the next round of awardees in 2030. Alyssa will bring a written proposal for senators to review at our April meeting, and the

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following meeting we will need to vote and adopt by a 2/3 majority.

- DPA ceremony: May 17, 2023 – No staff senate meeting that day. Please plan to attend the DPA ceremony instead.
- Alyssa Wells additionally mentioned needing funding for the Staff Wall of Honor. This includes the name plate materials and engraving. The funding needed is \$600, which would come from the Staff Senate ENG account. Sandra motioned to give \$600 for the staff wall of supplies. Pat Glascock seconded. All are in favor.
- Additional question was asked about recent TIAA charges on accounts. Dr. Lori Winn was present to address. Dr. Winn asks that individuals contact HR with questions. Recently, a letter went out to TIAA participants; while the letter discusses fund changes, there is a section that explains participant changes. These fees cover the employee's participation. Currently all TIAA participants get an \$80 annual service fee, tiered structure. TIAA participants have always paid this charge. If there are additional questions, a TIAA representative will be on campus today until 4:00.

Next meeting: April 19, 2023

Christina Kostick motioned to adjourn and LaVonda Evans seconded. Meeting adjourned at 2:51 p.m.



**Staff Senate Treasurer's Report**  
**March 31, 2023**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
<b>Staff Senate</b> 110000-120008-1630	Beginning Balance FY22	\$2,140.00		
	Sign Shop-name tags, desk plate/holder		(120.00)	
	Elite Graphics--SS polo shirts		(209.95)	
				<u>\$1,810.05</u>
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<b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 3,657.39		
				<u>\$3,657.39</u>
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<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$14,248.61		
	Payroll deposits for February		398.49	
	Deposit PayPal 3/28/2023		50.00	
				<u>\$14,697.10</u>
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<b>Staff Senate Discretionary</b> 200069	Balance Forward	\$19,784.85		
				<u>\$19,784.85</u>
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<b>Staff Senate Education Assistance</b> 230139	Balance Forward	\$3,083.28		
	February Contributions		37.47	
	Discretionary transfer-awards			
				<u>\$3,120.75</u>