

**Staff Senate Meeting Agenda
Wednesday March 28, 2018 @ 2:00pm
Break Room, Faculties Management**

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Old Business
 - a. Adrian Everett – Staff Senate 2018 Election of Senators
 - b. Sheryl Puckett – Picnic Committee Update
5. New Business
 - a. Henry Torres – ITS Multi-Factor Authentication
 - b. Terry Mohajir – Recruitment/Retention Motivation
 - c. Rosemary Freer – Benefits Committee Update
6. Report from the President
7. Open Discussion
8. Announcements and Reminders

Arkansas State University

Staff Senate Meeting

February 21, 2018

DRAFT 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?
 - FM on call but still assessed

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 Treasurer's Report
February 28, 2018**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate 110000-120008-1630	Balance Forward	\$2,376.13	-	<u>\$2,376.13</u>
Santa's Wolves Agency Account 930002-390000-5000	Balance Forward	\$ 4,404.84	-	<u>\$4,404.84</u>
		-	-	<u>\$4,404.84</u>
ASU Foundation Accounts				
Santa's Wolves 200067	Balance Forward	<u>\$29,890.24</u>		
	February Contributions		488.46	<u>\$30,378.70</u>
Staff Senate Discretionary 200069	Balance Forward	\$20,766.33		
	Transfer to Educational Assistance		(2,212.29)	
			-	<u>\$18,554.04</u>
Staff Senate Educational Assistance 230139	Balance Forward	\$787.71		
	February Contributions		84.56	
	Transfer from Discretionary for Stipends		2,212.29	
				<u>\$3,084.56</u>



Staff Senate Attendance Record

Last Name	First Name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Adams	Nikki	Present	Present	Present		Absent	Present	Present		Present	Present		
Bradley	Spencer	Present	Present	Present		Present	Absent	Present		Present	Present		
Broadway	Paula	Proxy	Proxy	Present		Present	Present	Present		Absent	Present		
Carvell	Jon	Present	Present	Present		Present	Present	Present		Proxy	Present		
Clark	Todd	Present	Proxy	Present		Absent	Proxy	Absent		Present	Present		
Clark	Catrina	Proxy	Present	Present		Present	Present	Present		Absent	Absent		
Copeland	Shane	Present	Present	Present		Present	Present	Absent		Proxy	Present		
Cureton	Misty	Absent	Present	Present		Present	Present	Present		Present	Absent		
Cureton	Timothy	Absent	Present	Present		Present	Present	Present		Present	Proxy		
Daniels	Angela					Present	Present	Present		Present	Present		
Devereux	Emily	Present	Present	Present		Present	Present	Present		Present	Proxy		
Dollar	Sharon	Present	Proxy	Present		Present	Present	Present		Present	Present		
Ellington	Traci	Present	Present	Present		Proxy	Present	Present		Present	Present		
Everett	Adrian	Present	Present	Present		Present	Present	Present		Present	Present		
Freer	Rosemary	Present	Present	Present		Present	Present	Proxy		Present	Present		
Gilmer	Vickie	Absent	Present	Present		Present	Proxy	Present		Absent	Present		
Gordon	Robert	Present	Present	Present		Present	Present	Present		Present	Present		
Groves	Sharon	Present	Present	Proxy		Present	Present	Present		Present	Present		
Gulley	Jeffery	Present	Proxy	Proxy		Present	Present	Present		Present	Proxy		
Harris	Deanna	Present	Present	Present		Present	Present	Present		Present	Present		
Hart	James	Present	Present	Present		Present	Present	Absent		Absent	Present		
Howard	Matthew												
Huckaby	Matthew	Absent	Present	Present		Present	Present	Present		Present	Present		
Long	Jarrod	Proxy	Present	Present		Proxy	Present	Present		Present	Absent		
Mann	Joyce	Proxy	Proxy	Present		Present	Present	Present		Present	Present		
Martin	Randy	Present	Present	Proxy		Present	Present	Proxy		Present	Absent		
Ogles	Herbert	Present	Present	Present		Present	Present	Absent		Absent	Present		
Phillips	Hope	Present	Present	Present		Present	Present	Present		Present	Present		
Puckett	Sheryl	Present	Present	Present		Present	Present	Present		Present	Present		
Reed	Judy	Present	Proxy	Proxy									
Stotts	Wendy	Present	Present	Present		Present	Present	Proxy		Present	Proxy		
Turney	Natalie	Absent	Absent	Present		Present	Present	Absent		Absent	Present		
Webb	Tammy	Present	Present	Present		Present	Present	Present		Present	Present		
Wheat	Scottie	Present	Present	Present		Present	Present	Present		Present	Present		

Proxies:

May: Cheryl Richie proxy for Paula Broadway, Connie Scott proxy for Catrina Clark, Alanna Williams proxy for Jarrod Long, Erin Brown proxy for Joyce Mann
June: David Smith proxy for Paula Broadway, Blake Simmons proxy for Todd Clark, Margaret Davis proxy for Sharon Dollar, Scott Johnson proxy for Jeffery Gulley, Erin Brown proxy for Joyce Mann, Jennifer Novalick proxy for Judy Reed
July: Chelsea Gambill proxy for Sharon Groves, Jerry Webb proxy for Jeffery Gulley, Brian Shelton proxy for Randy Martin, Angela Daniels proxy for Judy Reed
Sept: David Hicks proxy for Traci Ellington, Brian Shelton proxy for Jarrod Long
Oct: Blake Simmons proxy for Todd Clark, Robyn Klerk proxy for Vickie Gilmer
Nov: Tiffany Johnson proxy for Rosemary Freer; Brian Shelton proxy for Randy Martin; Kimberly Winters proxy for Wendy Stotts
Jan: Robert Hailey proxy for Shane Copeland; Matthew Chadwick proxy for Jon Carvell
Feb: Terri Cooper proxy for Timothy Cureton; David Hicks proxy for Emily Devereux; Randy Wheatin proxy for Jeffery Gulley; Matthew Howard proxy for Wendy Stotts