

**Staff Senate Meeting Agenda**  
**Wednesday, March 27, 2019 @ 2:00pm**  
**Executive Board Room 201, Delta Center**

1. Call to Order
2. Roll Call
3. Routine Business
  - a. Meeting Minutes
  - b. Treasurer's Report
4. Guest Speakers
  - a. Taron Robinson - Nontraditional and Veteran Student Services Coordinator
5. Old Business
6. New Business
  - a. Stephanie Lott – Sexual Assault Awareness Month
  - b. Spencer Bradley – Wellness Program Updates
  - c. Rebecca Oliver – Voting Procedures and Election Progress
7. President's Report
8. Open Discussion
9. Announcements and Reminders
  - a. The next meeting is scheduled for April 17 at 2:00pm in Delta Center Board Room 201.

**Staff Senate Meeting Minutes**  
**Wednesday, February 20, 2019 @ 2:00pm**  
**Executive Board Room 201, Delta Center**

1. Call to Order – 2:02 by Chair Rob Gordon

2. Roll Call –Lauren Adams, Nikki Adams, Spencer Bradley, Robbie Davenport proxy for Paula Broadway, Jon Carvell, Eric Coleman proxy for Todd Clark, Angela Daniels, Lily Peschanskaia proxy for Emily Devereux, Sharon Dollar, Traci Ellington, Vickie Gilmer, Robert Gordon, Carissa Griffin, Jeffery Gulley, Bekah Hickman, Tiffany Johnson, Lisa Kihlstadius, Jarrod Long, Stephanie Lott, Amber Jordan proxy for Catherine Miller, Billy Pierce proxy for Herbet Ogles, Rebecca Oliver, Hope Phillips, Sheryl Puckett, Traci Simpson, Victoria Payne proxy for Elizabeth Wakefield, Tammy Webb, Dominique White, Chad Woodard

3. Routine Business

a. Meeting Minutes – presented, Hope Phillips motioned to approve the January minutes. Traci Simpson seconded the motion. All approved.

b. Treasurer’s Report – presented by Sheryl Puckett. No comments were made and these were approved.

4. Guest Speakers

a. Sara Saucedo – A-State Environmental Club – Environmental Club looking to start a Sustainability Committee and is looking for volunteers. Currently, the Environmental Club has more than 150 members but wants to expand. They are offering numerous volunteer opportunities, including every Saturday. Anyone interested in joining the committee or volunteering their time should contact Ms. Saucedo.

b. Thomas Hamaker –Student Philanthropy Council – The SPC offers the Student Opportunity Fund for students in financial distress and works to assist them to ensure they can continue their educational tenure at A-State. Mr. Hamaker said the SPC is looking to take donations for the Student Opportunity Fund (can be a one-time donation or can opt-in for payroll deductions), and they are also asking for recommendations for students to award the fund to.

c. Dr. Bryan Terry – Enrollment Management Update – The Recruitment Office and Admissions will be combining to become the Admissions Office, effectively immediately. The Enrollment Management division is currently in the process of hiring a new Director of Admissions. A new territory management plan will be implemented and will now include recruiting in northwest Arkansas. Dr. Terry is asking Staff Senate members to contact him with ideas on how to differentiate ourselves from other schools.

d. Jon Mark Horton – Gratitude Exercise – Mr. Horton presented a Gratitude Exercise from Soul Pancake, as he has previously completed this exercise with his SGA staff. Members watched a short video and each took time to write a letter of gratitude to someone in their lives. Mr. Horton and Rob Gordon will deliver any letters going to another person on campus.

5. Old Business – There was no old business to report

## 6. New Business

- a. Hope Phillips – Distinguished Performance Awards Ceremony – The ceremony will take place on Tuesday, May 14 at 1:30pm in the Auditorium of the Student Union. Nominations for awards are not yet open.
- b. Sheryl Puckett – Staff Appreciation Picnic – The event will occur on May 1 at the First National Bank Arena. Volunteers are needed for committees and donations for the silent auction.
- c. Rebecca Oliver
  - i. Election Procedures – ITS are currently working to build an application for nominations. Tentatively if all goes well with ITS and the application, we will be taking nomination from March 15-30. Nominees will need to accept their nominations by March 31. Campaigning will occur April 8-22, with voting during April 23-25. These dates may shift due to ITS.
  - ii. Introduction of newest Senate member – Dominique White was introduced as the newest member or Staff Senate.

## 7. President's Report

- a. Rob Gordon reported that he spoke with Diana Long in regards to the new time clock system. They will begin testing on February 18, with three days of training during the last week of February. The pilot testing dates are TBD, but the targeted date to go live is April 1. The physical clocks have already been installed.
- b. The newly revised Constitution has been finalized.

## 8. Open Discussion

- a. Tiffany Johnson announced the Career Services Suit Up event at JcPenney this Sunday. Students and staff can receive a 40% off discount coupon. She also announced the Education and Health Fair on Wednesday, February 27; as well as the All Majors Fair on Wednesday, March 13.
- b. Rebecca Oliver inquired about the holiday calendar and when it will be approved. Angela Daniels stated that the academic calendar is being review and once it has been approved, the holiday calendar will be reviewed.
- c. Jon Mark Horton announced the new stoplight at the intersection next to the Edge coffeehouse and the Armory will be going in soon.

## 9. Announcements and Reminders

- a. The next meeting which is scheduled for March 20 at 2:00pm in Delta Center Board Room 201 will most likely be shifted to either the Wednesday before or the Wednesday after due to March 20 being the week of Spring Break.

## 10. Traci Ellington motioned to adjourn and Chad Woodard seconded. All approved.

**Arkansas State University  
Staff Senate Treasurer's Report  
February 28, 2019**

<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	Balance Forward	\$2,319.68		<u>\$2,319.68</u>
<b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 2,747.85		<u>\$2,747.85</u>
<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$26,985.68		
	February Contributions		432.64	<u>\$27,418.32</u>
<b>Staff Senate Discretionary</b> 200069	Balance Forward	\$22,087.48		<u>\$22,087.48</u>
<b>Staff Senate Educational Assistance</b> 230139	Balance Forward	\$1,385.55		
	February Contributions		66.64	<u>\$1,452.19</u>