

Staff Senate meeting
Thursday, April 18, 2002
9 a.m. to 10:45 a.m.
Reng Center, Choctaw Room

Senators Present: Shane Copeland, D.A. Davis, Clint Halcom, Stacy Somers (for Robin Hicks), Sharon Lee, Randy Martin, Anthony Passalacqua, Elaine Poynter, Lanny Tinker, Sandra Bramblett, Laura Cremeens, Janet Hardin, Peggy Hunt, Brenda Nowell (for Donna McMillin), Tami Murray, Hope Phillips, Mike Rippy, Jim Steele, Holly Van Wagner (for Beth Elphin)

Absent: Donna Bollinger (excused), Renita Gray

Agenda

1. **Call to Order.** The meeting was called to order by President Phillips at 9 a.m.
2. **Minutes.** The March 21, 2002 minutes were presented for approval.
Motion to accept by Senator Poynter; seconded by Senator Hardin. Unanimously approved.
3. **Treasurer's report.** Senator Bramblett reported the following balances as of April 17, 2002.
 - Staff Senate account - \$1,456.
 - Santa's Tribe ASU account - \$1,401.30
 - Santa's Tribe ASU Foundation account - \$3,375.99
 - Cookbook account - \$1,703.13
4. **New senators.** President Phillips introduced new senators whose terms begin in May. They are:
 - Judy McCay, Technical/Para-Professional
 - Mark Clark, Skilled Crafts
 - Carol Barnhill, Professional Non-Faculty
 - Barbara Coker, Professional Non-Faculty
 - Carolyn Douglas, Professional Non-Faculty
 - Victor Hill, Professional Non-Faculty
 - Philip Jackson, Professional Non-Faculty
 - Tami Freeman, Secretarial/Clerical
 - Vic Nelson, Secretarial/Clerical
 - Carolyn Reece, Secretarial/Clerical
 - Terry Taylor, Service Maintenance
 - Margie Vaughn, Service Maintenance
5. **Revised Academic Calendar 2003-04 (Shared Governance Proposal).** The Academic Calendar Committee has proposed the current 16 week semester calendar be shortened to one with 15 week semesters. The committee also recommended a two-day fall break be scheduled on the Monday and Tuesday of the week that contains the Thanksgiving holiday. Questions and concerns expressed included:
 - a. How would the change affect Residence Life policies?
 - b. What is the SGA position on the proposal?

c. Are other universities on a 15 week calendar?

Motion by Senator Steele: Staff Senate is neutral on the issue but questions its impact on (1) expenses for residence hall students and international students, and (2) the quality of education provided to students; seconded by Senator Murray and approved with no opposition.

6. **Financial Aid & Scholarships (Shared Governance Proposal).** The Financial Aid and Scholarships committee has proposed the following policy recommendation:
An applicant for institutional scholarships must graduate from an Arkansas high school and be an Arkansas resident who meets the University's in-state residency requirements.
The statement would be added to the institutional scholarship guidelines which would align the scholarship guidelines with the University's residency requirements for in-state residency consideration. Victor Hill explained that the change was proposed because current wording of eligibility requirements for state funded scholarship (Academic Distinction Scholarships, President's Scholarships, and Trustee Scholarships) allows students who are non-Arkansas residents or who did not graduate from an Arkansas high school to attain state funded scholarships. Motion to recommend the policy as is by Senator Tinker; seconded Senator Cremeens. Approved with 2 opposing votes.
7. **Employee suggestion reward system.** A memo from President Phillips to Russ Hannah states that Pat Looney suggested to Vice President Burton that ASU should implement a program for rewarding employees who make suggestions that result in cost savings for the University. An ad hoc committee was formed to review the nine-page document on the proposal and conduct additional research. Committee members will include Tami Freeman, Vic Nelson, D.A. Davis, Pam Davis and Russ Hannah. Anyone interested in serving on the committee should contact Hope Phillips.
8. **CLIP funding for FY 01-02.** President Phillips said this year's CLIP funding is expected to be 5% for employees who complete 100% of their plan and 3.75% for those completing at least 75% of their plan. No bonuses will be paid for less than 75% completion under any circumstances.
9. **Salary adjustments FY 2002-03.** Approximately 110 classified positions across campus are being paid at the line item minimum for fiscal 01-02. Beginning July 1, 2002, the classified pay table will be adjusted by 2.6% upward. Vice presidents have been instructed by Dr. Wyatt to accommodate these increases so that ASU will not have salaries lower than the state-mandated minimum salary pay plan.
10. **Picnic committee update.** On behalf of Rhonda Clifton, chair of the picnic planning committee, President Phillips reported that plans for the employee picnic are on schedule but there is still a need for volunteers to serve, cook, and donate potato salad and coleslaw. She distributed sign-up sheets for senators to take to their departments to enlist volunteers. Volunteer information should be submitted to Rhonda Clifton no later than noon on Monday, April 29.
11. **Distinguished Performance Award Committee.** President Phillips reported that the Distinguished Performance Award Committee has completed the selection process for the

2001-2002 awards. She asked the committee to continue to look into other award categories for future presentation.

12. **Fall Town Hall meeting.** President Phillips asked for volunteers to begin planning for the fall Town Hall meeting for staff. Elaine Poynter, Vic Nelson, Judy McCay, and Sharon Lee volunteered to serve on the ad hoc committee. A meeting date was not set. Anyone interested in participating should contact Hope Phillips.

13. **Old business.**

- a. Cookbook fund - President Phillips said she had searched the minutes from previous Staff Senate meetings to determine if proceeds from the cookbook fundraiser were designated for a specific use. She said the January 18, 2001 minutes indicate that no designation was made for use of those funds. The account currently has a balance of \$1,401.30 with 10-20 books remaining unsold. Discussion arose on whether to dedicate the fund to a scholarship or keep it unrestricted to allow use for payment of general expenses. Senator Poynter made a motion to keep the funds unrestricted; Senator Bramblett seconded. The motion was approved unanimously.
- b. Voice mail. Due to budget restrictions and the high cost of obtaining a voice mail system, it will not be implemented at this time.
- c. Child care. Tammy Fowler is still working out the details on establishing a campus child care center but still has many issues to resolve involving guidelines, providers, expenses, etc.

14. **New Business.**

- a. Name plates for new senators have been ordered.
- b. Shared governance committee recommendations from Staff Senate were forwarded by President Phillips to Marilyn Brewer. Terms begin in August. A list of committee members will be emailed to senators.
- c. Senator Lee noted that donations to Staff Senate are not tax deductible because Staff Senate is not a charity. She asked how future donations should be handled, especially when donors want a letter verifying their donation. Philip Jackson said if Staff Senate establishes an account with the ASU Foundation, donations to that account would be tax deductible. He said a balance of \$2,500 is required to earn interest. A motion was made by Senator Steele to establish an ASU Foundation account; Senator Bramblett seconded. Motion was approved with no opposition.
- d. Non-classified staff accrue vacation time differently than classified staff. Staff Senate was asked by a non-classified employee to look into the matter. Senator Hardin explained that non-classified staff accrue 6.68 hours of vacation per pay period and that amount does not change. Classified staff accrue vacation based on time in service as follows:
 - 1-3 years 8 hours/month
 - 3-5 years 10 hours/month
 - 5-12 years 12 hours/month
 - 12-20 years 14 hours/month
 - 20+ years 15 hours/month

It was noted that nothing governs the amount of vacation that can be accrued by non-classified staff and that it could be changed through Shared Governance. There was no further discussion of the matter.

- e. Carolyn Douglas, staff representative on the fringe benefits committee, said the committee has spoken with Vice President Burton regarding flexible work schedules for classified staff for summer. She said Vice President Burton approved of the idea as long as offices are open 5 days per week and if supervisors approve of each employee changing in schedule. Discussion among senators revealed that since the option for flexible schedules already exists it is up to supervisors to make the decision if an employee can work a four-day work week, but offices must be kept opened and have coverage 5 days per week.
- f. Faculty Senate President Bob Bennett has asked the Staff Senate to support a proposal to conduct an assessment of attitudes of all the employees of the Arkansas State University System in an effort to work cooperatively so that Arkansas State University can achieve its full potential. President Phillips distributed copies of the proposed survey and asked for questions/comments about it. Questions included:
 - Who will conduct the survey - Faculty Senate, Human Resources, etc.?
 - Will Faculty Senate receive all survey replies and will it provide sole analysis of the data?
 - Who is the author(s) of the survey?
 - What was the model for the survey and what methods will be used to analyze it?
 - How will the results be used (provided to administration, published in media, etc.)?
 - Would Faculty Senate be willing to send a representative to the next Staff Senate meeting to provide more details and answer questions?

The next meeting will be on Thursday, May 16 in the Library board room. Officers will be elected. The meeting adjourned at 10:45 a.m.