

ASU Staff Senate Meeting

April 25, 2003

Dean B. Ellis Library, Board Room, 8th Floor

Start time – 9 a.m.

End time – 10:40 a.m.

Attendance

Senators

| | | | |
|-----------------|------------------|-----------------|-----------------|
| Clark, Mark | Douglas, Carolyn | Jackson, Philip | McMillin, Donna |
| Coker, Barbara | Ephlin, Beth | Lee, Sharon | Nelson, Vic |
| Cooper, Kyle | Freeman, Tami | Martin, Randy | Phillips, Hope |
| Cremeens, Laura | Hardin, Janet | McCay, Judy | Poynter, Elaine |

Absent

| | | | |
|------------------|--------------|----------------|----------------|
| Barnhill, Carol | Cooper, Kyle | Reece, Carolyn | Vaughn, Margie |
| Bramlett, Sandra | Elphin, Beth | Rippy, Mike | |
| Cambron, Chris | Hill, Victor | Tinker, Lanny | |

Guests

Markham Howe, Director of University Relations

Discussion Items

1. **Call to order**

President Jackson called the meeting to order at 9 a.m.

2. **Treasurer's report**

Treasurer Douglas reported the following account balances as of April 23:

| | |
|-------------------------------------|------------|
| Staff Senate Discretionary Account | \$2,442.10 |
| Santa's Tribe Discretionary Account | \$8,069.78 |
| Santa's Tribe ASU Account | \$1,074.84 |
| Staff Senate Account | \$2,178.24 |

3. **Welcome to newly-elected staff senators**

President Jackson introduced and welcomed new staff senators whose terms are from 2003-2006.

Service Maintenance Category

Tony Bittle tbittle@astate.edu

Skilled Crafts Category

Jeffery Gulley jgulley@astate.edu

Don Neldon dneldon@astate.edu

Technical/Paraprofessional Category

Ann Ford aford@astate.edu

Toni Holt tholt@astate.edu

4. **Employee suggestion report**

Vic Nelson distributed a draft copy of the proposed employee suggestion program. Vic Nelson distributed a draft copy of the proposed ASU employee suggestion program with highlights of other universities employee suggestion programs. She is involved with a committee that was formed through a suggestion of an L2 committee, due to a question through Training and Development if ASU could offer a similar program here at ASU. Markham Howe, Director of University Relations, spoke on an employee suggestion program he was involved in at Arkansas Power & Light a number of years ago. He outlined some of the positive and negative aspects of that program:

Pros:

- Motivator for employee participation in day-to-day company operations
- Saves money

Cons:

- Could be diluted with abundance of meaningless suggestions

- Timely evaluation of ideas
- Lack of commitment by management to proper administration of program

He stressed that adequate staffing is needed to provide thorough and expeditious evaluation of all ideas submitted by employees. He added that before the implementation of such a program at ASU, the committee should review policies and effectiveness of companies with similar programs in operation for at least five years. "Significant communication with employees to prepare them for the initiation of the program is essential to its success. He answered questions from the group. Vic Nelson asked him how Arkansas Power & Light funded their employee suggestion program. He didn't remember the details as it was in 1979 and someone else oversaw the funding."

Pam Davis, Director of Human Resources, said the exact funding method for ASU's employee suggestion program has not yet been determined, but one option is to award payments from cost savings--the money saved by the cost saving idea. The suggestor would receive the award one year after one year after their idea had been implemented and the savings calculated.

Questions arose about an employee at a lower level not being able to offer award ideas, but someone from a higher position would be in a better position to suggestion cost saving ideas. Vic mentioned that in the proposed employee suggestion program, the ideas or suggestions for awards could come from employees as individuals or teams of two-three or more employees.

The committee will develop the plan in greater detail before submitting it to Staff Senate with a request to introduce it via the shared governance process.

A draft of the plan will be available on the Staff Senate website. Employees are asked to send comments to any staff senator. Email addresses for current senators are available on the Staff Senate Website at <http://staffsenate.astate.edu/officers.htm>.

5. **Committee updates**

- Outstanding Performance Awards committee. President Jackson said he received reports that nomination forms for these awards were not received by all employees on campus. He said efforts to determine the cause of the error have not provided answers. Senator Phillips said future elections should be publicized via email and by hard copy to all employees prior to the time election ballots are sent out.
- Staff Senate picnic. The picnic is scheduled for June 11, 11 a.m. to 1:30 p.m. at the Pavilion. A bake sale and silent auction will be held in conjunction with the picnic. Volunteers are needed to work different shifts throughout the day and to bring desserts for the bake sale.
- Campus-wide committee appointments. A campus-wide email will be sent to request volunteers for Staff Senate representatives on university committees.

6. **President's Council news**

President Jackson reported the following items discussed at the last President's Council meeting:

- A special legislative session will begin May 5 to complete state budget appropriations for the upcoming fiscal year. Until the budget is approved ASU administration cannot provide information on pay increases to employees. He said Dr. Wyatt's priorities remain the same as previously stated – to protect existing job positions, restore lost funding to the university and provide salary increases to employees. As always, employees are encouraged to contact state legislators to voice their opinions. Staff members who wish to communicate by e-mail with State of Arkansas legislators should do so from their personal e-mail accounts, not their university account. This will help prevent personal opinions from being construed as "ASU opinion." Telephone calls to representatives may be valued more because they are tracked and can be used by legislators as a sampling method for determining constituency interest. A list of contact information for state senators and representatives is on the Staff Senate website at <http://staffsenate.astate.edu>.

7. **Old business**

- a. CLIP Program comments/suggestions. All employees are invited to provide input on the CLIP Program, the proposed 2-year plan and suggestions for on-campus training topics. President Jackson will forward a complete list of employee comments and suggestions to Jennus Burton, Vice President for Finance, Planning and Administration. *The list will not contain employee names.* Comments may be sent to Philip Jackson (pjackson@astate.edu) or to any Staff Senator (list available at <http://staffsenate.astate.edu/officers.htm>.)

8. **New business**

None

The meeting adjourned at 10:45 a.m. Next meeting will be May 15 at 9 a.m. in the Dean B. Ellis Library Board Room.