

## ASU Staff Senate Meeting

Date	April 21, 2004
Place	Dean B. Ellis Library, Board Room, 8 <sup>th</sup> Floor
Start Time	2 p.m.
End Time	3:31 p.m.

## Persons Attending

### Attending Senators

Barnhill, Carol	Ford, Ann	Neldon, Don
Bittle, Tony	Freeman, Tami	Nelson, Vic
Bramblett, Sandra	Hill, Victor	Poynter, Elaine
Brewer, Margaret	Kirksey, Donna	Reece, Carolyn
Creemeens, Laura	Lee, Roger	Schakelaar, Janna
Dixon, Patrick	Lockhart, Jerrod	Weatherford, Evelyne
Douglas, Carolyn	McCay, Judy	

### Absent Senators

Clark, Mark – absent – proxy: none  
Coker, Barbara – absent – proxy: Vicki Fletcher  
Gulley, Jeff – absent – proxy: none  
Holt, Toni – absent – proxy: Charlene Walton  
Lee, Sharon – absent- proxy: Carol Byrd  
McMillin, Donna – absent – proxy: Amber McElhaney

## Agenda

1	<b>Call to order</b> The meeting was called to order at 2 p.m.
2	<b>Minutes and Treasurer's Report Approved</b> March minutes were approved. Copies of account expenditure and balances as of April 21, 2004 were distributed. Balances in the accounts were:  Staff Senate Discretionary Account - \$2,762.93 Staff Senate ASU Account - \$1893.01 Santa's Tribe Discretionary Account - \$12,408.62 Santa's Tribe ASU Account - \$1,041.45 (For report copy, email <a href="mailto:sbramble@astate.edu">sbramble@astate.edu</a> )
3	<b>Introduction of Newly Elected Senators</b> New senators were introduced by President McCay: Representing Non-Faculty Professional - Margaret Brewer, Career Services and Jerrod Lockhart, Multicultural Affairs, Representing Secretarial/Clerical - Donna Kirksey Speech Communications; Representing Executive Management/Administrative; Patrick Dixon, Residence Life and Roger Lee, Student Life. The new senators term is 2005-2008.

### **Parking Committee – Parking Fee Initiative**

Starr Fenner presented a proposal from the Parking Committee and the Division of Student Affairs for parking initiatives and a parking fee increase. Parking Services does not receive state funding and the projected \$100,000 designated funds from the increase would improve parking programs at ASU. The committee requests feedback before the proposal is to be presented at the next Board of Trustees meeting in May.

#### Parking Fee Initiative Proposal:

ASU Parking Services is growing to serve you. Our mission is to create and maintain a parking infrastructure that helps get students, faculty, staff and visitors where they need to be as courteously, safely, and efficiently as possible. Achieving this is a complex task. We would like to implement an initiative to improve customer service, implement new technologies and improve parking infrastructure. To accomplish these beneficial programs, we are proposing a \$10.00 increase in the parking fee for faculty, staff and students. Some specific initiatives are:

- New maps and brochures
- New easy-to-use, friendly visitor parking plan to inform visitors and direct them to parking locations
- New hardware and software for parking services
- 72 new reserved spaces
- 285 new open spaces
- Pay stations/meters for visitor parking
- Systematic/regular maintenance of parking infrastructure

#### Parking Fee Structures at Regional Universities

Name	Faculty	Staff	Students
<b>Southwest Missouri State</b>	\$62.00	\$62.00	\$62.00
UAF (Salary over \$30,000/yr)	\$93.00	\$93.00	
UAF (Salary \$30,000 and under)	\$72.00	\$72.00	\$52.00
University of Memphis	\$41/semester	\$41/semester	Maintenance fee **
University of Central Arkansas	\$51.00	\$51.00	\$40.00
Arkansas State University (proposed)	\$70.00*	\$50.00	\$50.00

\*Faculty Staff Green Parking

\*\*Maintenance fee includes a fee for parking

#### Parking Fee Increase History

Year of Increase	Student	Employee	Faculty/Staff (Green)
1982	\$5.00 to \$10.00	\$5.00 to \$10.00	\$5.00 to \$10.00
1995	\$10.00 to \$20.00	\$10.00 to \$20.00	\$10.00 to \$40.00
2000*	\$20.00 to \$40.00	\$20.00 to \$40.00	\$40.00 to \$60.00

\*Increase to fund parking garage debt service and operation only.

## **Proposed Vacation Accrual Policy**

Jennus Burton presented a recommendation from the Fringe Benefits Committee to increase the vacation accrual of non-classified staff from 13.33 hours per month to 15 hours per month. The recommendation states ASU System would like to establish a vacation accrual policy that is more in line with contemporary thinking and is closely aligned with other Arkansas 4-year universities. The recommendation will be presented at the next Board of Trustees meeting in May.

### Background:

- ASU System has a vacation accrual policy that reads as follows:
  - Classified Staff accrue vacation leave per State guidelines as follows:
    - 1 through 3 years of employment, accrue 12 days per annum, or 8 hours per month;
    - 4 through 5 years of employment, accrue 15 days per annum, or 10 hours per month;
    - 6 through 12 years of employment, accrue 18 days per annum, or 12 hours per month;
    - 13 through 20 years of employment, accrue 21 days per annum, or 14 hours per month; and
    - 21 years + of employment, accrue 22.5 days per annum, or 15 hours per month.
  - Non-Classified staff accrue vacation as follows: 20 days vacation per annum or 13.33 hours per month.
  
- A survey of Arkansas 4-year universities reveals the following vacation accrual policies:
  - Arkansas Tech: Classified same as ASU, Non-Classified has an accrual process similar to Classified with the maximum that can be earned as 16 days per annum.
  - Henderson: Classified same as ASU, Non-Classified same as Classified;
  - N. Ark College: Classified same as ASU, Non-Classified same as Classified;
  - U of A Fayetteville: Classified same as ASU, Non-Classified all accrue at 15 hours per month;
  - UALR: Classified same as ASU, Non-Classified all accrue at 15 hours per month;
  - UCA: Classified same as ASU, Non-Classified same as classified; and
  - UA Monticello: Classified same as ASU, Non-Classified all accrue at 15 hours per month.
  
- Based on this survey data, 6 universities have better vacation accruals than ASU, and 1 has the same benefits for classified staff and less accruals for non-classified staff.
  
- Annual leave is cumulative; however, no employee may retain in excess of 30 days on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days. Days exceeding 30 must be used before December 31 as they may not be carried over into the new calendar year.
  
- Additional leave guidelines may be viewed in the ASU System handbook.
  
- ASU would like to make its benefits package competitive with other 4-year Arkansas Universities by keeping Classified Staff accruals in line with State Guidelines, and providing Non-Classified Staff accruals of 15 hours per month, or 22.5 days per annum.

The recommendation was voted on and passed in Staff Senate-13 senators for the proposal and 3 senators against the proposal.

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**ASU Creed**

Research and proposal by Joe Givens, ASU student representing other student organizations, on initiating a creed at ASU. Most universities have a creed, but ASU does not. Establishing a creed at ASU has been favorably received by Faculty Senate and SGA. He welcomes any suggestions and feedback and can be contacted at [joegivens@astate.edu](mailto:joegivens@astate.edu).

*Arkansas State University is a diverse scholarly community improving lives through teaching, research, and service. As a voluntary member of this community, I will hold on high and believe in:*

*Respect for the dignity of all people; An open mind that fosters learning from differences in people, ideas, and opinions; Personal, academic and professional integrity; Academic freedom;*

*Respect for the rights and properties of others; A caring heart of service that brings happiness for all. Because the men and women of Arkansas State University hold on high these beliefs, I hold on high and believe in Arkansas State University.*

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**Employee Physical Fitness Plan**

Senator Victor Hill presented a proposal that was unanimously approved by the senate. The proposal states that ASU employees be allowed three hours per week for physical fitness in lieu of three hours per week for educational purposes. A sign-in and sign-out log can be placed at the HYPER equipment window to be used in the same manner as a classroom attendance records. The basis of the recommendation said a recent study released in the Journal of American Medical Association concluded that poor diet and lack of exercise could soon surpass tobacco as the leading preventable cause of premature death in the U.S. The benefits for the fitness program would be a campus that promote a healthy environment (organized wellness programs), less sick days taken by the employee (healthy immune system) and life expectancy extended for employees.

Also, there was discussion that insurance premiums could be affected positively in the future in an organized employee wellness program. Also discussion that employees did not have to exercise only at the HYPER building, but could use a personal trainer, or in future may be allowed to use the exercise room in the Student Union. Also questioned was the presence of a sign in sheet – employees who take educational classes, the supervisor does not know if the employee actually attends the class, they only know they leave for the class. The recommendation will be submitted through the shared governance process.

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**Enrollment Management Committee Recommendation for Students Called for Military Deployment**

Students who are called for military deployment while enrolled must withdraw from the university. The recommendation is not intended to be punitive to the student. Students who are deployed request incompletes in hopes of finishing a course. The Registrar’s Office reports that rarely the student completes the course work due to distance and other factors. Also, when the student is not able to complete the course during the next semester, the “I” grade becomes an “F” grade due to no fault of the student because the student has not returned to ASU from military deployment. Many students have been taking incompletes “I’s” instead of withdrawing and then finding they owe veterans’ benefits dollars back to the VA. Tuition and fees charges are cancelled for students who are deployed.

Recommendation was brought to Staff Senate and approved unanimously by Staff Senate.

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**Committee Reports**

Picnic: Senator Ford reports the picnic will be May 26. There have been several items donated for the silent auction. Bake sale items, baked beans and potato salad will be needed and staff volunteers are needed to work. Senator Ann Ford has a sign up sheet for anyone who can work or bring these items. Contact her at <[aford@astate.edu](mailto:aford@astate.edu)> or 972-2067.

Distinguished Performance Awards: President McCay reports the awards ceremony is Tuesday, April 27 at the Fowler Center Grand Hall with dessert reception at 1:30 p.m. followed by the ceremony at 2 p.m. Recognition of employees with 10, 20 and 30 years of service and for employees retiring this year. President McCay asked if everyone had seen the e-mail of the award recipients and the senate affirmed. For minute records here is the list:

- Service/Maintenance Award – Donna Street, Residence Life
- Skilled Crafts Award – Dylan Fisher, Residence Life Maintenance
- Secretarial/Clerical Award – Michelle McGinnis, College Business Student Services Center
- Technical/Paraprofessional Award – Ann Ford, Facilities Management
- Non-Faculty Professional Award – Danita Gibson, Office of the Registrar
- Executive/Management/Administrative Award – Don James, Finance and Administration
- Part-Time Employee Award – Alberta Smith, Procurement Services
- Customer Service Award – Joyce Jaynes, Department of Art

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**Strategic Planning**

President McCay asked what directives senators could provide to address strategic initiatives. It was suggested the initiatives be put on the staff senate website for senators to read and understand so they may better respond to President McCay.

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**May Elections**

President McCay reminded senators that new officers are to be nominated and elected at the next Staff Senate meeting. Also, April is the last meeting for outgoing senators. Question was asked who were the outgoing Senators. They are: representing non-faculty professional - Sharon Lee, Student Account Services, and Sandra Bramblett, Athletic Internal Audit; representing secretarial/clerical - Laura Creemens, Dean’s Office, College of Communication; representing executive/management administrative- are Donna McMillin, Budget Office Finance, and Elaine Poynter, Development; representing part-time is Janna Schakelaar.

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**Other Business**

President McCay reported the campus-wide summer flex feedback was shared with President’s Council and administration decided there would not be a campus-wide flex schedule due a lack of support for a campus-wide flex program. Departmental summer flex will be handled by each department and continue as they did last summer.

As discussed at the last meeting, there were rumors around Little Rock that the state is not going to allow CLIP this year. ASU has set aside salary savings to fund CLIP on our campus and Dr. Wyatt is still prepared to request the state that we be allowed to compensate our employees completing their CLIP plans. He also asked if some of the staff senate would be willing to go to Little Rock with him if necessary to speak with legislators on the behalf of ASU employees.

Nominations or suggestions for appointments are open on the Shared Governance Committees. Senators and non-senators are encouraged to serve. Contact President McCay at <[jmccay@astate.edu](mailto:jmccay@astate.edu)>.

The meeting adjourned at 3:31 p.m.

Respectfully submitted,  
Vic Nelson, Staff Senate Secretary

