

ASU Staff Senate Meeting

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| Date | February 20, 2003 |
| Place | Dean B. Ellis Library, Board Room, 8 th Floor |
| Start Time | 9 a.m. |
| End Time | |

Persons Attending

Senators

| | | | |
|------------------|-----------------|-----------------|----------------|
| Barnhill, Carol | Ephlin, Beth | Martin, Randy | Reece, Carolyn |
| Bramlett, Sandra | Hardin, Janet | McCay, Judy | Rippy, Mike |
| Coker, Barbara | Hill, Victor | Nelson, Vic | |
| Cremeens, Laura | Jackson, Philip | Phillips, Hope | |
| Douglas, Carolyn | Lee, Sharon | Poynter, Elaine | |

Absent

| | | | |
|----------------|---------------|-----------------|----------------|
| Cambron, Chris | Cooper, Kyle | McMillin, Donna | Vaughn, Margie |
| Clark, Mark | Freeman, Tami | | |

Proxies

Kenneth Murphy for Lanny Tinker

Agenda

| 1 | Call to order | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|-------------------|---------|--|--|--|-------------------|----------|-------------------|-----------|----------|-------------------|-----------|----------|--|------------|--|-----------------------------|-------------------|------|---------|--|--|--|-------------------|----------|--|------------|----------|-------------------------|--------------|----------|------------------------|------------|----------|------------------------------|----------|----------|------------------------------|----------|----------|-----------------------|----------|----------|-------------------------|------------|----------|-------------------------------|---------|----------|------------|------------|----------|-------------------------------|------------|----------|-----------------------|------------|----------|----------------|--------------|----------|------------------|--------------|--|-----------------------------|-------------------|
| 2 | Approval of minutes Motion by Senator Barnhill: Accept January minutes as is. Second by Senator Lee Approved unanimously | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>Treasurer's report</p> <p>Staff Senate Account</p> <p>Account # 201100</p> <table> <thead> <tr> <th>Date</th> <th>Beg bal</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$2,675.00</td> </tr> <tr> <td>08/26/02</td> <td>Copying-IDT 83580</td> <td>(\$17.20)</td> </tr> <tr> <td>11/12/02</td> <td>Copying-IDT 88523</td> <td>(\$47.08)</td> </tr> <tr> <td>11/14/02</td> <td>Refreshments for Town Hall Meeting-IDT 85192</td> <td>(\$370.88)</td> </tr> <tr> <td></td> <td>End Balance 02-19-03</td> <td>\$2,239.84</td> </tr> </tbody> </table> <p>Santa's Tribe ASU</p> <p>Account # 090122</p> <table> <thead> <tr> <th>Date</th> <th>Beg bal</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$1,401.30</td> </tr> <tr> <td>09/23/02</td> <td>Petty Cash-payment for apples, caramel, cash boxes</td> <td>(\$342.65)</td> </tr> <tr> <td>09/19/02</td> <td>Original Budget-FR09055</td> <td>(\$1,100.00)</td> </tr> <tr> <td>10/16/02</td> <td>Petty Cash-payment for</td> <td>(\$179.65)</td> </tr> <tr> <td>11/05/02</td> <td>Deposit-Santa's Tribe-CR0003</td> <td>\$216.05</td> </tr> <tr> <td>11/27/02</td> <td>Deposit-Santa's Tribe-CR0001</td> <td>\$100.00</td> </tr> <tr> <td>12/10/02</td> <td>Budget Income-FR12026</td> <td>\$316.05</td> </tr> <tr> <td>12/10/02</td> <td>Original Budget-FR12026</td> <td>(\$316.05)</td> </tr> <tr> <td>12/18/02</td> <td>Deposit-Santa's Tribe-CR 0002</td> <td>\$55.00</td> </tr> <tr> <td>12/29/02</td> <td>Petty Cash</td> <td>(\$143.10)</td> </tr> <tr> <td>01/09/03</td> <td>Deposit-Santa's Tribe-CR 0002</td> <td>\$2,117.56</td> </tr> <tr> <td>01/13/03</td> <td>Budget Income-FR01052</td> <td>\$2,172.56</td> </tr> <tr> <td>01/13/03</td> <td>Budget Expense</td> <td>(\$1,072.56)</td> </tr> <tr> <td>01/16/03</td> <td>Wal-Mart-SO39751</td> <td>(\$2,149.67)</td> </tr> <tr> <td></td> <td>End Balance 02-19-03</td> <td>\$1,074.84</td> </tr> </tbody> </table> <p>Staff Senate Disc. Account \$2,456.00</p> <p>Santa's Tribe Disc. Account \$7,428.78</p> | Date | Beg bal | | | | \$2,675.00 | 08/26/02 | Copying-IDT 83580 | (\$17.20) | 11/12/02 | Copying-IDT 88523 | (\$47.08) | 11/14/02 | Refreshments for Town Hall Meeting-IDT 85192 | (\$370.88) | | End Balance 02-19-03 | \$2,239.84 | Date | Beg bal | | | | \$1,401.30 | 09/23/02 | Petty Cash-payment for apples, caramel, cash boxes | (\$342.65) | 09/19/02 | Original Budget-FR09055 | (\$1,100.00) | 10/16/02 | Petty Cash-payment for | (\$179.65) | 11/05/02 | Deposit-Santa's Tribe-CR0003 | \$216.05 | 11/27/02 | Deposit-Santa's Tribe-CR0001 | \$100.00 | 12/10/02 | Budget Income-FR12026 | \$316.05 | 12/10/02 | Original Budget-FR12026 | (\$316.05) | 12/18/02 | Deposit-Santa's Tribe-CR 0002 | \$55.00 | 12/29/02 | Petty Cash | (\$143.10) | 01/09/03 | Deposit-Santa's Tribe-CR 0002 | \$2,117.56 | 01/13/03 | Budget Income-FR01052 | \$2,172.56 | 01/13/03 | Budget Expense | (\$1,072.56) | 01/16/03 | Wal-Mart-SO39751 | (\$2,149.67) | | End Balance 02-19-03 | \$1,074.84 |
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| | | \$2,675.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 11/14/02 | Refreshments for Town Hall Meeting-IDT 85192 | (\$370.88) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Date | Beg bal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | \$1,401.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/23/02 | Petty Cash-payment for apples, caramel, cash boxes | (\$342.65) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/19/02 | Original Budget-FR09055 | (\$1,100.00) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10/16/02 | Petty Cash-payment for | (\$179.65) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/05/02 | Deposit-Santa's Tribe-CR0003 | \$216.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/27/02 | Deposit-Santa's Tribe-CR0001 | \$100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/10/02 | Budget Income-FR12026 | \$316.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/10/02 | Original Budget-FR12026 | (\$316.05) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/18/02 | Deposit-Santa's Tribe-CR 0002 | \$55.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/29/02 | Petty Cash | (\$143.10) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/09/03 | Deposit-Santa's Tribe-CR 0002 | \$2,117.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/13/03 | Budget Income-FR01052 | \$2,172.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/13/03 | Budget Expense | (\$1,072.56) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/16/03 | Wal-Mart-SO39751 | (\$2,149.67) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | End Balance 02-19-03 | \$1,074.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 4 | <p>Employee Suggestion Program</p> <p>A handout on the Employee Suggestion Program was distributed by Senator Nelson. The program designed to reward employees for ideas on cost efficiency and savings that are implemented by the university and are measurably successful. She asked everyone to note page five, eighth paragraph which states: "When implementation of a suggestion would not result in cost reduction or avoidance but would visibly improve the operation of a process or program, or improve public relations, recruitment, retention, safety or effectiveness or operations as indicated in Arkansas Code § 21-11-103, recognition of the suggestor will be made by the issuance of a suitable certificate and monetary reward of \$100.00. The maximum award will be limited to \$5,000. (<i>Award one year after completion of project so results can be tracked???</i>)</p> <p>She asked everyone to read the document before the next senate meeting to initiate discussion on a proposal for Shared Governance. She said teams can also submit ideas. In case of an award submitted by a team, the team members' department, not individuals, would receive money.</p> <p>Questions and comments should be directed to Russ Hannah in Finance or Vic Nelson in Disbursing.</p> |
| 5 | <p>Proposed policy – Control of pets on campus</p> <p>Senators generally agreed that the proposed policy should be more specific to address the following concerns:</p> <ul style="list-style-type: none"> • What about animals being walked on campus, on leash and off leash -- must this practice end? • What will be done about animals tied to trees or other outdoor objects when their owners are in class? • Who will enforce the policy? • Are contained small animals acceptable, namely, beta fish sometimes added to flower arrangements, or fish in general? • Is the policy applicable to dorm residents who keep fish, turtles or other small animals? |
| 6 | <p>IT fee appropriations</p> <p>President Jackson distributed handouts from the Information Technology Fee Appropriations Committee listing draft allocation strategies for FU 02/03 restored funding. They are as follows:</p> <p>Total Sources: \$370,313 Total Uses:</p> <ul style="list-style-type: none"> • Proposal #1 – Information Infrastructure Balance: \$370,000 • Proposal #2 – Loan Service Payment: \$370K + \$142K = \$512K • Proposal #4 – Allocation to divisions according to \$9/hr allocation plan: \$370,313 as follows: <ol style="list-style-type: none"> 1. Instructional Technology - \$85,653 2. Student Services - \$22,440 3. Administrative Services - \$12,000 4. Information Infrastructure - \$250,220 <p>Proposal #3 received the most votes from the IT planning committee.</p> <p><i>(Sorry, I missed the reason why Staff Senate is considering this. Philip, please let me know what these notes should reflect. – Laura)</i></p> |
| 7 | <p>Staff diversity questionnaire</p> <p>Diversity questionnaires will soon be sent to all faculty and staff. Questions will be in regard to attitudes and opinions on equitable treatment of everyone on campus. Staff members are encouraged to complete the questionnaire. It is part of an effort to improve the working and learning environment for all on campus.</p> |
| 8 | <p>Disability awareness</p> <p>Disability awareness training is required of all employees. It is part of an effort to improve the working and learning environment for all on campus.</p> |

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| 9 | <p>Employee Performance and Service Award committee The Employee Performance and Service Awards ceremony will be May 7 at the Fowler Center. Sherry Johnson is committee chair. Senators Reece, Lee, Douglas, Jackson and Rippey volunteered for the committee which must contain at least one member from each of EEO category. Anyone wishing to serve on the committee should contact Philip Jackson (pjackson@astate.edu) or Sherry Johnson (sjohnson@astate.edu). All staff members are welcome. Two non-university individuals will be sought as committee members, as well as two retired ASU employees.</p> |
| 10 | <p>Staff Senate picnic committee The picnic will be held in late May. A committee chair is needed. Vic Nelson, Victor Hill, Barbara Coker and Elaine Poynter volunteered as committee members. All staff members are welcome.</p> |
| 11 | <p>Protocol for communication with legislators 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.</p> |
| 12 | <p>SGA proposed amendment to Student Handbook Senators discussed the following proposed changes:</p> <ul style="list-style-type: none"> • Page 17 – Insert 5th paragraph after the 2nd sentence: This includes ensuring each student is able to learn and function freely and effectively in a campus environment free of any form of racism, bigotry, discrimination, and prejudice. • Page 18 – Insert point 2 and renumber: 2. The student has a right to learn in an inclusive environment, free from any form of racism, bigotry, discrimination, and prejudice. • Page 23 – Insert point 9 and renumber: 8. Engaging in physical or verbal acts that demean or degrade others on the basis of their color, origin, race, religion, gender, or sexual orientation. <p>Several senators agreed that the proposed change on page 23 should omit "on the basis of their color, race, religion, gender, or sexual orientation". It implies there is no consequence for physical or verbal demeaning or degrading acts NOT based on color, race, religion, gender or sexual orientation. Omitting the last part of the sentence would make it applicable to all on campus.</p> |
| 13 | <p>Other business</p> <ul style="list-style-type: none"> • Staff Senate election committee will meet soon to begin the election process for the upcoming year. Senator Lee is committee chair. • New pharmacy insurance cards have been issued but some pharmacies are rejecting prescriptions for ASU employees. Senator McCay will notify Human Resources of the problem. Senator Barnhill will let HR know about some of the pharmacies that are rejecting prescriptions. |
| 14 | <p>Meeting adjourned at 10:05.</p> |

Notes

- 1 | Next meeting April 17, 2003, 9 a.m., Dean B. Ellis Library, Board Room, 8th Floor