

ASU Staff Senate Meeting

Date	February 18, 2004
Place	Dean B. Ellis Library, Board Room, 8 th Floor
Start Time	2 p.m.
End Time	3:15 p.m.

Persons Attending

Attending Senators

Barnhill, Carol	Freeman, Tami	McCay, Judy
Coker, Barbara	Gulley, Jeff	Nelson, Vic
Clark, Mark	Hill, Victor	Poynter, Elaine
Bittle, Tony	Holt, Toni	Weatherford, Evelyn
Douglas, Carolyn	Jackson, Philip	
Ford, Ann		

Absent Senators

Holt, Toni – absent – proxy: Kathy Bacigalupo
Lee, Sharon – absent- proxy: Sherri Eskridge
McMillin, Donna – absent – proxy: Amber McElhaney
Cremeens, Laura – absent - proxy: Donna Kirksey
Reece, Carolyn - absent – proxy: Mary Jane Higgins
Neldon, Don, absent – proxy: none
Schakelaar, Janna – proxy : none

Agenda

- 1 Call to order**
The meeting was called to order at 2 p.m.
- 2 Minutes and Treasurer's Report Approved**
January minutes were approved. Copies of account expenditure and balances as of February 18, 2004 were distributed. Balances in the accounts were:

Staff Senate Discretionary Account - \$2,762.93
Staff Senate ASU Account - \$2,449.81
Santa's Tribe Discretionary Account - \$12,186.50
Santa's Tribe ASU Account - \$1,031.45 (For report copy, email sbramble@astate.edu)

2004 Holiday Schedule and Summer Flex Hours

Dr. JW Mason, Associate Vice Chancellor by Administration, shared information he received from Academic Affairs about the proposed 2004 Christmas Holiday Schedule and Summer Flex Hours. Senate has been asked to share the schedule with staff and gather feedback on both issues. Staff Senate will send out a campus e-mail to gather responses.

2004 Holiday Schedule: The proposal would be similar to last year; two-weeks off for the Christmas holiday break with the university closing December 20, 2004 through January 2, 2005. Friday, December 17, 2004 would be the last day worked, and Monday, January 3, 2005 would be the date to return to work. Employees would be assessed three vacation days for Dec. 20, 21, and 22, 2004. If the Governor proclaims Friday, Nov. 26 as the twelfth holiday for all state employees, ASU will observe that holiday on Thursday, Dec 23.

Summer Flex Hours: Discussion of the possibility of a campus-wide summer flex schedule. In anticipation of beginning summer classes at 7:30 a.m., Academic Affairs had asked about the possibility of offices opening at 7 a.m. The summer flex program proposes staff working 7 a.m.-5 p.m., Monday-Thursday (with one hour for lunch) and working 7 a.m.-11 a.m. on Friday with the campus closed on Friday afternoons. The proposed hours were the only option offered at this time. Discussion followed if a summer flex program was implemented campus-wide, it should be a campus-wide policy--other departments who were doing a different summer flex time should operate under the campus-wide policy.

Discussions and concerns:

- Departments with needed ongoing university projects during the Christmas holiday schedule (such as university donor fund activities during the Christmas holidays), may possibly accrue comp time and not be assessed the vacation time, if the project is crucial to the university. Also, departments who were essential to the university's daily operation may be not close during the holiday and may operate with a smaller staff.
- Concerns voiced about child-care costs for employees during the three-day holiday schedule; and concerns about child-care facilities not being open early enough for employees to arrive to work at 7 a.m. for the proposed Summer Flex Program.
- Mandating that vacation time be used for the three days during the Christmas holiday schedule was a concern. Some expressed opinions that staff should not have to use their vacation time for the time the university is closed during the holiday schedule.
- Other staff reported they enjoyed the two-weeks off last Christmas Holiday.

President McCay appointed Senator Victor Hill as chair of the Holiday Schedule and Summer Flex Committee. Secretary Vic Nelson will send out the proposed 2004 Holiday Schedule by campus e-mail on Thursday, February 29 from the Staff Senate account with a March 12 deadline response; then group and forward e-mail responses to the chair of the committee. The summer flex proposal e-mail will be sent out when the information is finalized for a draft.

Senator Ann Ford and Senator Evelyn Weatherford will coordinate a manual vote list in their area for staff who do not have access to e-mail. The e-mail and manual vote list will be sent to the committee who will tabulate and gather information on the two proposals. Individual who volunteered to serve on the committee are Senator Evelyn Weatherford, Senator Ann Ford, Martarae Northcutt, Tia Wheeley, Senator Tonny Bittle, Senator Barbara Coker, and April Leggitt.

Staff Senate Diversity Statement:

Staff Senate was asked to provide a diversity statement for Strategic Planning. Motion approved: "The Staff Senate believes the strength of Arkansas State University is its people. We represent a diverse population in order to service our students, community and customers. Personnel policies and practices will be administered without regard to race, sex, color national or ethnic origin, age disability or military service."

5

Santa’s Tribe Report

Senator Ann Ford reported Santa’s Tribe helped 12 families during this past Christmas season--food, clothing, toys and other essentials were provided. The employees of ASU make this program a success. Employees are involved by donating all year long through the Santa’s Tribe Foundation account and other employees help by donating their time and service at fund raisers or other events. A special thanks to these departments who adopted a family last Christmas: Finance & Administration; Volleyball, Athletics, the Museum, Department of Social Work, and the Convocation Center.

6

Medical Facility

President McCay said Dr. Wyatt asked if employees had any problems or concerns accessing the First Care Medical Facility. (A memo was recently sent to all employees letting them know of the First Care medical facility available on campus. Those insured through ASU may use this facility even if their primary care physician does not work there. The \$20 cop-ay will apply. Employees can go there anytime without a referral from their primary care physician. However, referrals to other physicians must still come from the primary care physician. People with injuries received during work should go to the Wilson Health Center - same facility, different entrance).

7

Other Business

- Secretary Nelson reported for Senator Lee, the Staff Senate Election Committee was in the process of finalizing reports with Payroll, quote received from the Copy Center (Universal Copy Solutions) and that Printing Services would fold the ballot forms at no charge. Discussion was for new senators to be able to attend the March or April meeting before the election of officers. President McCay noted the election process and committee is an executive responsibility of the vice president and Vice President Tami Freeman was added to the committee with that duty.
- International Student tuition waver proposal was brought before the senate and approved. The International Student Advisory Committee recommended that the university set aside two out-of-state tuition waivers per year from the General Institutional Scholarship budget for the purpose of attracting and/or retaining international students. To be eligible for the fee waiver, a student must be a non-immigrant, undergraduate with junior/senior standing and a minimum GPA of 3.25, enrolled in a full-course study and in good legal status. Although the GPA is a consideration, waivers will be awarded on the basis of need, so applicants should have no other state-supported funding. The waiver is awarded for one year with an option to reapply for a second year and two years is the maximum award for each student.
- President McCay shared information on proposed visitor parking spaces that will be assigned at proposed locations designated on campus:
 - Childhood Services, Lot PP, 10 spaces; Gravel Lot SS, no visitor parking;
 - ABI Building, Lot BB, 10 spaces for ABI and Lot 5/LotBB, 5 spaces for Fine Arts;
 - Kays Field Lot J/JW, 25 spaces;
 - HYPESS/Military Science Lot E, 5 spaces;
 - Kays/University Hall, Lot D, 5 spaces with 5 additional across from the south side Aggie lot
 - North Parking Deck, first and second deck, 22 spaces each;
 - Future post office lot-short- term metered parking;
 - Facilities Management/Procurement/ITS, 10 spaces.

President McCay reported that Staff Senate was almost out of brochures. Staff Senate brochures are handed out at orientation, benefits fair, and other functions. Motion approved for Secretary Nelson to order 1000 Staff Senate brochures @ \$305 from Printing Services.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,
Vic Nelson, Staff Senate Secretary

