

Staff Senate Minutes

Arkansas State University Staff Senate met on January 17, 2002 at 9:00 am in the Library Board Room.

The following senators were present: Donna Bollinger, Sandra Bramblett, Laura Cremeens, DA Davis, Clint Halcom, Janet Hardin, Robin Hicks, Sharon Lee, Kathy Meyer, Tami Murray, Hope Phillips – President, Elaine Poynter, Jim Steele, Mike Rippy, and Beth Ephlin. Excused Senators: Shane Copeland, Peggy Hunt, and Donna McMillin.

1. **Call to Order:** The meeting was called to order by President Phillips at 9:00 am
2. **Minutes:** The November 15, 2002, minutes were reviewed and approved. Motion to approve: Senator Bramblett/Seconded: Senator Hardin. Unanimously approved.
3. **Treasurer's Report:** Senator Bramblett reported the following balances as of January 16, 2002. Motion to approve Treasurer's Report: Senator Steele/Seconded: Senator Poynter. Unanimously approved.
 - Staff Senate Account - \$1,012.95
 - Santa's Tribe ASU account - \$801.30
 - Santa's Tribe ASU Foundation account - \$2,759.49
 - Santa's Tribe petty cash - \$300.00
 - Cookbook account - \$1,676.13
4. **Parking Garage:** Vice Chancellor for Student Affairs Rick Stripling updated the Senate on the status of this project. An estimated budget for the Parking Garage was distributed to each senator that included projections for revenues and expenditures.
 - Scheduled to open February 1, 2002
 - \$4.5 million dollar structure
 - Space for 613 vehicles
 - Review the operation of this new initiative at the end of the semester.
 - Security will be present including rounds by University Police, student ticket writers will be present during the day hours, sufficient lighting has been installed, and wiring for emergency phones. Staff Senate stressed their concerns regarding safety for those individuals utilizing this new facility.
 - 20 visitor parking spaces on both 1st and 2nd levels – cost \$1 per hour (cost is same as current parking meters)
 - Undetermined number of reserved parking spaces are available at a cost of \$400/yr. (plus cost of appropriate decal). Reminder that this is a covered space.
 - Remaining spaces available for vehicles displaying appropriate decals – cost: \$1 for four hours (for faculty, staff, and students)
 - Pay terminal accepts quarters and dollar bills; bill changer NOT available
 - Elevator in garage
 - Fines in parking garage
 - Overtime parking for visitor spaces - \$15
 - Overtime parking for faculty, staff, students with decals - \$10

- Not displaying decal - \$25
 - Unauthorized parking in garage reserved space - \$50
 - Overnight parking in garage - \$25
5. **Student Housing:** Vice Chancellor for Student Affairs Rick Stripling updated the Senate on the upcoming plans for Student Housing.
- 14 units to be constructed north of Pawnee Street
 - Creating a better environment for student families to live
 - Trailers south of Pawnee will remain until construction of units is complete
 - Will provide housing for 100 families
 - Construction scheduled to begin in April 2002 and will take approximately 18 months
 - Parking will be available for tenants in the community village
 - Possible playground area for the children
 - Potential for daycare facility nearby (Phase II)
 - *Approximate* square footage and monthly rent for apartments (rent includes utilities, cable, phone, Internet)
 - 1 bedroom efficiency - 615 sq. ft., approx cost \$425
 - 2 bedrooms - 750 sq. ft., approx cost \$475
 - 3 bedrooms - 915 sq. ft., approx cost \$525
6. **CLIP Update:** Vice President Jennus Burton discussed a two-year proposed strategy for CLIP continuation due to recent budget constraints. A handout was distributed to each senator. After a lengthy discussion, Mr. Burton and Dr. Mason agreed to clarify the document and resubmit to staff senators via e-mail within 24 hours. Staff senators were asked to review the revised document and submit any questions, comments, or concerns to Dr. JW Mason, Hope Phillips, Staff Senate President, or directly to Mr. Burton no later than February 1, 2002. Senators were asked to forward information to their constituency groups as well.
7. **Budget Cut Effects On Staff Vacancies:** Vice President Jennus Burton updated the Senate on recent University Planning Committee (UPC) discussions regarding budget cuts and state revenue forecast. ASU will experience a reduction in the state appropriation, this fiscal year, resulting in \$1.4 million dollars. An immediate campus-wide hiring freeze has gone into effect. All salary savings are being held to put toward the \$1.4 million cut. Vice Presidents are meeting on Tuesday afternoons to bring any position requests, along with justification as to why the position should be refilled. Recommendations are being made on a one-by-one case and forwarded to the President for approval. In addition, all Vice President's have been asked to submit and present to UPC a proposed permanent 2%, 3%, and 4% budget cut for next fiscal year. Mr. Burton mentioned Dr. Wyatt's commitment to retaining all staff currently employed at ASU.
8. **Santa's Tribe Success:** Santa's Tribe Chairperson Diane Unger (Department of English and Philosophy) thanked the Staff Senate their continued support of Santa's Tribe.
- 20 families received food and gifts this holiday season
 - Santa's Tribe assistance is available throughout the year, not just during holidays
 - All classified staff are invited to help with fundraising efforts, including personal contributions to Santa's Tribe through Torchbearers. Ms. Unger also thanked the campus community for purchasing candy apples at a recent fundraiser, departments

who adopted a family during the holiday season, and those who worked and contributed their time and talents.

9. **Cookbook Sales:** Recent sales totaled \$320.00. Return any cookbooks to Cookbook Co-Chair Vicki Walker.

10. **Old Business:**
 - The ASU Board of Trustees approved the professional sabbatical leave policy for staff. The policy is available on the Staff Senate website.
 - Senator Steele expressed his concern about standards for CLIP plans and asked that supervisors receive more detailed feedback when an employee's plan is rejected at the vice president level.

11. **New Business:**
 - The Employee Performance Awards Ceremony is planned for May 8, 2002 at the Fowler Center. A committee to plan the ceremony is forming.
 - Facilities Maintenance Fish Fry is scheduled for April 5, 2002. Senator Steele stated the fish fry has been sponsored for 7-8 years by Facilities Management to raise money for an endowed scholarship for dependents of its employees. Our friends in Facilities Management now want to expand on the idea. They would like to let everyone on campus get involved with building another scholarship program that would potentially benefit all ASU employees' dependents and grandchildren. By working together to host a fish fry, ASU employees can build another scholarship endowment fund. Plans are underway for a meeting in February to plan such a fish fry. People are needed to perform all the tasks, such as selling tickets, cooking, serving, cleaning, and everything else that goes into making this event so successful. Facilities Management employees have the equipment and the expertise . . . they want to share with others, so the whole campus can benefit. Those interested in getting involved should contact Jim Steele, jsteele@astate.edu or Jerrell Fielder, jfielder@astate.edu, at Facilities Management, 972-2066.
 - Staff Senate Spring Picnic Planning Committee is forming and will meet sometime in February.
 - Senator Ed Postel resigned from ASU, which creates a vacancy in the senate. President Phillips will contact the next individual who was on the list to serve.

The next meeting will be Thursday, February 21 at 9:00 am in the Board Room of the Dean B. Ellis Library.

Meeting was adjourned at 10:47 am.

Respectfully Submitted,
Robin Hicks
Staff Senate Secretary