

ASU Staff Senate Meeting

Date	January 16, 2003
Place	Dean B. Ellis Library, Board Room, 8 th Floor
Start Time	9 a.m.
End Time	10:25 a.m.

Persons Attending

Senators

Barnhill, Carol	Freeman, Tami	Martin, Randy	Poynter, Elaine
Bramlett, Sandra	Hardin, Janet	McCay, Judy	Reece, Carolyn
Creameens, Laura	Hill, Victor	McMillin, Donna	Rippy, Mike
Douglas, Carolyn	Jackson, Philip	Nelson, Vic	
Ephlin, Beth	Lee, Sharon	Phillips, Hope	

Absent

Clark, Mark	Cooper, Kyle	Tinker, Lanny	Vaughn, Margie
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Discussion

1	The meeting was called to order at 9 a.m. by President Jackson																																																															
2	<p>Approval of minutes The November minutes were approved without change. Motion to discontinue distribution of Staff Senate meeting minutes on paper – E. Poynter. Second – C. Barnhill Vote – Approved unanimously</p>																																																															
3	<p>Treasurer's report Treasurer Douglas reported the following account balance:</p> <table border="0"> <tr> <td colspan="2">Staff Senate University Account</td> <td></td> </tr> <tr> <td>Date</td> <td>Beginning Balance</td> <td>\$2,675.00</td> </tr> <tr> <td>8/26/02</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>Ending Balance</td> <td>\$2,239.84</td> </tr> <tr> <td colspan="2">Santa's Tribe ASU Account</td> <td></td> </tr> <tr> <td>Date</td> <td>Beginning Balance</td> <td>\$1,401.30</td> </tr> <tr> <td></td> <td>Petty Cash-payment for apples, caramel, & cash boxes</td> <td>(\$342.65)</td> </tr> <tr> <td></td> <td>Original Budget-FR09055</td> <td>(\$1,100.00)</td> </tr> <tr> <td></td> <td>Petty Cash-payment for</td> <td>(\$179.65)</td> </tr> <tr> <td></td> <td>Deposit-Santa's Tribe-CR0003</td> <td>\$216.05</td> </tr> <tr> <td></td> <td>Deposit-Santa's Tribe-CR0001</td> <td>\$100.00</td> </tr> <tr> <td></td> <td>Budget Income-FR12026</td> <td>\$316.05</td> </tr> <tr> <td></td> <td>Original Budget-FR12026</td> <td>(\$316.05)</td> </tr> <tr> <td></td> <td>Deposit-Santa's Tribe-CR 0002</td> <td>\$55.00</td> </tr> <tr> <td></td> <td>Petty Cash</td> <td>(\$143.10)</td> </tr> <tr> <td></td> <td>Deposit-Santa's Tribe-CR 0002</td> <td>\$2,117.56</td> </tr> <tr> <td></td> <td>Budget Income-FR01052</td> <td>\$2,172.56</td> </tr> <tr> <td></td> <td>Budget Expense</td> <td>(\$1,072.56)</td> </tr> <tr> <td></td> <td>End Balance</td> <td>\$3,224.51</td> </tr> </table>	Staff Senate University Account			Date	Beginning Balance	\$2,675.00	8/26/02	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)		Ending Balance	\$2,239.84	Santa's Tribe ASU Account			Date	Beginning Balance	\$1,401.30		Petty Cash-payment for apples, caramel, & cash boxes	(\$342.65)		Original Budget-FR09055	(\$1,100.00)		Petty Cash-payment for	(\$179.65)		Deposit-Santa's Tribe-CR0003	\$216.05		Deposit-Santa's Tribe-CR0001	\$100.00		Budget Income-FR12026	\$316.05		Original Budget-FR12026	(\$316.05)		Deposit-Santa's Tribe-CR 0002	\$55.00		Petty Cash	(\$143.10)		Deposit-Santa's Tribe-CR 0002	\$2,117.56		Budget Income-FR01052	\$2,172.56		Budget Expense	(\$1,072.56)		End Balance	\$3,224.51
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4	<p>Santa's Tribe Tami Watlington provided an update on Santa's Tribe activities in December:</p> <ul style="list-style-type: none"> • 22 families received assistance • Approximate total spent was \$2,100 • Individual departments on campus provided additional assistance to applicants • Fundraising efforts will be re-evaluated and pursued 																																																															

5	<p>Employee Performance Award</p> <ul style="list-style-type: none"> President Jackson said the Employee Performance Award ceremony is set for May 7 at 1:30 p.m., probably in the Fowler Center. Volunteers are needed for the committee to organize the event. A committee chair is also needed, preferably someone who has been on the committee before. He said plans are being considered to create a department award category in addition to individual employee categories. Senators Reece, Lee, Douglas, Jackson and Rippey volunteered for the committee, which must contain at least one member from each of the EEO category. The first meeting will be in early February. Anyone wishing to serve on the committee should contact Philip Jackson (mailto:pjackson@astate.edu).
6	<p>Employee Picnic</p> <p>President Jackson said it is time for the Special Events Committee to begin making plans for the annual Employee Picnic sponsored by Staff Senate. He asked last year's committee members to contact him to begin discussion.</p>
7	<p>President's Council report by Philip Jackson</p> <ul style="list-style-type: none"> President's Council wants feedback on a proposed policy to prohibit animals on campus. The policy would prohibit employees from keeping "pet" animals in offices. Animals used in academic research would be exempt from the policy. Senators asked if the policy applied to animals being walked on campus, on-leash and off-leash, or tied up outside buildings by students attending class. Generally, senators agreed that the policy should be more specific. President Jackson said housekeeping and maintenance staff members have encountered uncontained or unrestrained animals in faculty offices. Employee health and safety factors are the prime consideration for implementing the policy.
8	<p>Old Business – None</p>
9	<p>New business</p> <ul style="list-style-type: none"> HLC visit – Senator Barnhill said a team from the Higher Learning Commission will be on campus for the university accreditation site review on March 3-5. She said anyone on campus may be interviewed by the team. Senators are asked to notify their constituent groups of the importance of the visit to ASU. AR senators and representative addresses – President Jackson said a list of names and addresses for Arkansas state senators and representatives will be posted on the Staff Senate website for those who wish to contact them about the state formula used to determine funding for higher education. Leave policy during inclement weather – President Jackson said he was notified by staff members of a policy that required them to take 8 hours of vacation instead of 6 on days when the university opened at 10 a.m. On those days, some employees elected to stay home to care for their children whose schools were closed. He said Human Resources confirmed the policy. It was noted that the policy also affects those who have taken vacation before holidays when the university sometimes allows employees to leave early. In those circumstances, employees are not credited with vacation hours even though the university closed. Distance parking – President Jackson said he was asked about the possibility of the university establishing a shuttle bus service on campus. Senator Martin said the idea was proposed about a year ago but start-up costs were so high the idea was dropped. Senator Freeman said she believed a transit system for the City of Jonesboro was under consideration and it might include service to the ASU campus. President Jackson said anyone seeking information on studies and plans by ASU and Jonesboro may contact Dave McKinney at University Police. The Senate would welcome a report on findings.
	<p>Adjournment 10 a.m.</p>

Notes

- 1 | Next meeting February 20, 2003, 9 a.m., Dean B. Ellis Library, Board Room, 8th Floor.