

ASU Staff Senate Meeting

Date	July 17, 2003
Place	Dean B. Ellis Library, Board Room, 8 th Floor
Start Time	9 a.m.
End Time	10:50 a.m.

Persons Attending

Senators

Bramlett, Sandra	Douglas, Carolyn	McCay, Judy
Clark, Mark	Freeman, Tami	McMillin, Donna
Cremeens, Laura	Gulley, Jeff	Neldon, Don
	Lee, Sharon	Nelson, Vic
		Reece, Carolyn

Absent

Tony Bittle
Barbara Coker
Elaine Poynter
Mike Rippy
Margie Vaughn
Barnhill, Carol

Proxies

Rhonda Keith for Victor Hill
Peggy Britt for Philip Jackson
Mary Beth Jones for Ann Ford

Guests

Jennus Burton

Agenda

1	Call to order The meeting was called to order at 9 a.m. by President McCay.
2	Recognition out going officers Out going officers were presented a certificate for recognition of service.
3	Approval of Minutes Minutes of the June 19 meeting were approved by unanimous vote after revision in section 9 about the UPC update by President McCay. Sentences to read: If funding becomes available, there will be raises. UPC committee indicated for January 2004, if there was an increase in health insurance premiums, ASU would absorb the cost of the increase and not pass it along to employees.
4	Treasurer's Report Carolyn Reece distributed copies of account expenditure and balances as of July 14. Balances in the Staff Senate accounts were: Staff Senate Discretionary Account - \$3,840.93 Staff Senate ASU Account - \$1045.77 Santa's Tribe Discretionary Account - \$8,850.78 Santa's Tribe ASU Account - \$1,045.77 (For report copy: sbramble@astate.edu)

5	<p>CLIP Update Jennus Burton gave an update on the Career Ladder Incentive Plan (CLIP) for this year and next year.</p> <p>This year (2002-2003), 265 employees participated in CLIP with only 102 successfully completing. With no funding available for CLIP 2002-2003, the committee wanted to recognize the individuals who completed their CLIP plan. A recognition luncheon is planned for sometime after the fall semester begins. Human Resources will notify successful participants on the details of the event.</p> <p>Next year, CLIP (2003-2004) has some new changes and criteria:</p> <ol style="list-style-type: none"> 1. OPM (Office of Personnel and Management) now allows performance evaluation rating of “Above Average to be eligible for CLIP. 2. Training completed in the summer is eligible for CLIP education hours—be sure to have your supervisor approve as before. 3. There are two education options: (1) complete all required training hours OR (2) complete an approved project plus 50 % only of the required training hours. (College courses still count 50% of required training hours if they are approved by supervisor and Human Resources. <p>The deadline for 2003-2004 CLIP plan submission is August 1. Forms are available on the HR website. HR plans to present new CLIP update sessions. For more information contact your HR representative.</p>
6	<p>Election of Treasurer</p> <ul style="list-style-type: none"> o Carolyn Reece resigned her position as Staff Senate Treasurer for 2003-2004. She is replaced by Sandra Bramblett.
7	<p>Scholarship committee report</p> <ul style="list-style-type: none"> o Tami Freeman reported that the ad hoc committee is still working on a proposal to spend Staff Senate discretionary account funds to provide stipends to staff and their dependents for book and tuition. A final proposal is expected within two month.
8	<p>Flex Hours Survey Results</p> <p>President McCay reported the email poll of employees regarding preferences for summer flex schedules. She said about 100 people responded with the top three as follows in preference order and has passed along the information to administration:</p> <ol style="list-style-type: none"> 1. EACC’s plan – Work 4 ½ days (Monday-Thursday 4 hours on Friday with 1 hour lunch) and off ½ day on Fridays. 2. NACC’s plan – From June 3-July 26 may work flex hours as long as offices are covered. Schedules are determined by each department. (This is what some departments at ASU are doing now.) 3. UCA’s plan – No flex hours, they work 8:00 a.m.-4:30 a.m. all year with an hour for lunch. <p>Comments were shared from employee about not all departments could participate in flex due to supervisors lack of interest; and or some areas had to be on the job at certain times. No action or recommendation proposed by the Staff Senate at this time.</p>
9	<p>Tailgate Party Discussion</p> <p>The question of whether Staff Senate wanted to have a tailgate at the Sept. 13 homecoming this year was tabled for further discussion.</p>
10	<p>Election Process</p> <p>Discussion of election of new officers. Some of the new senators commented they did not know the individuals nominated for elected office and asked if next year’s nomination could be made one month prior to the actual election. A change in the bylaws is required, so discussion tabled until August meeting.</p>

11 | **New Business**

Discussion on changing staff senate meetings from mornings to afternoons with a suggested new meeting time of 2 p.m. or 3 p.m. Comments were: Afternoon meeting time would allow ease away from office for current staff members; more employees may attend an afternoon rather than a morning meeting; facilities personnel may not be able to attend a 3 p.m. meeting during the summer. Discussion tabled until next meeting.

Mike Rippey has resigned as part-time staff senate representative. He has a new position as faculty Interim Coordinator of Teaching Internship and Field Placement in the Professional Education Department.

12 | **Adjourn**

The meeting adjourned at 10:45 a.m. Next meeting will be Thursday, August 21 at 9 a.m. in the Dean B. Ellis Library Board Room.