

Staff Senate Minutes
Wednesday, June 16, 2004

Call to Order: 2:00 p.m.

Persons Attending: Carol Barnhill, Tony Bittle, Margaret Brewer, Barbara Coker, Patrick Dixon, Carolyn Douglas, Ann Ford, Tami Freeman, Victor Hill, Toni Holt, Philip Jackson, Roger Lee, Jerrod Lockhart, Judy McCay, Vic Nelson, and Carolyn Reece.

Proxies: Vicki White for Donna Kirksey, Terrie Rolland for Judy McCay.

Absent: Chris Cambron, Mark Clark, Jeff Gulley, Don Neldon, and Evelyne Weatherford.

Visitors: 15

Minutes Report was approved as submitted by Senator Hill, seconded by Senator Lockhart and approved unanimously by Senate.

Treasurer's Report was approved as submitted by a motion from Senator Hill, seconded by Senator Barnhill and approved unanimously by Senate. Treasurer's Report was read by Senator Ann Ford. Balances in accounts are as follows:

E&G	\$ 620.53
Santa's Tribe Agency Acct.	\$ 1,041.45
Staff Senate Discretionary Acct.	\$ 4,400.38
Santa's Tribe Discretionary Acct.	\$13,014.00

Senator Lockhart questioned the E&G account's balance. Senator Ford said that she would check with Senator McCay on its accuracy.

Staff Senate Picnic

Senator Ford said that 150+ people attended this year's picnic. They had two cases of soft drinks and some food remaining at the end of the picnic. So, these items were taken to City Youth Ministries and were very much appreciated.

Revenue:

Bake Sale	\$ 191.95
Silent Auction	\$ 1,455.50

Total Revenue	\$ 1,647.45
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Expenses:

Disc Jockey	\$ 100.00*
Lettuce, Tomatoes, Onions	96.12*
Cheese	28.60*

Buns	67.00*
Chips	62.21**

Total Expenses	\$ 353.93
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* Paid by University Advancement

**Paid from E&G Account

NET INCOME	\$ 1,293.52
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Senator Ford complimented the Picnic Committee for their assistance. She agreed to chair next year's Staff Senate Picnic.

Staff Senate Retreat: President Freeman discussed the planning of a retreat for the senators including Judy McCay, Pam Davis, and other ex-officio officers. She stated that the retreat would be half a day with light sandwiches/beverages served. Dr. Les Wyatt would be invited to visit and the Retreat would give an opportunity to discuss items. She asked if June 30th would be a good time. Unfortunately, the majority of the senators voiced opinions that this date was during a time of the end of the fiscal year. So, President Freeman asked the senators for convenient dates to have the Retreat. She received alternative dates and will check on the use of the facility within the month of July.

Note to Senators: Please place on your calendar that the date for the Staff Senate Retreat is **Thursday, July 15**, at the **Pavilion** from 10:00 a.m. until 5:00 p.m.

2004-05 Committees/New Appointments/Updates: Senator Hill is chairing the Election Committee. Only Staff Senate Senators can serve on the Election Committee. Contact Senator Hill if interested in serving.

President Freeman is revising the General Assembly/Town Hall projects.

Discussion of the Tailgate Picnics during home football games was held. Senator Lockhart requested to not schedule the Tailgate Picnics due to only having two home games on Saturdays and two home games on Thursdays. Senator Ford stated that we need to do something but not arrange to have one at the last minute. She suggested a picnic prior to a women's basketball game. Starr Fenner recommended scheduling a picnic when there is a men's and women's basketball game planned on the same day. President Freeman said that a mass e-mail would be distributed to staff asking if anyone is interested in a picnic during the Fall Semester.

Shared Governance: President Freeman stated that the SGA President (Jake Hampton) and the Vice Chancellor for Student Affairs (Dr. Rick Stripling) have questions about the present Shared Governance Policy. Senator Freeman is in

the process of preparing a new draft of this policy and she asked if anyone is interested in reading the draft, she would forward it through e-mail attachment.

President Freeman remarked that we have 10-15 active committees in different areas. One of the committees is the Parking Committee and Starr Fenner is a member of it. He voiced a concern that there are items discussed in this committee which may need endorsements from the Staff Senate. He suggested that we need someone from each committee to be responsible to report back to the Staff Senate. He said that the committee reports could be posted on the website. If anyone had a question about a committee, he/she could ask questions on the website. President Freeman said that if a committee member would like to share a report at Staff Senate, they are welcome to do so. Senator Lockhart suggested a Staff Senate Listserv where concerns, issues and feedback could be discussed. He will check into this idea and report back to the Senate at next meeting. Senator Jackson reminded the Senate that we have experienced e-mail problems, and he voiced concern in not excluding those without access to e-mail, computers, etc. A Reporting Coordinator was discussed who was not a committee chair. This person would be assigned to report back to the Senate.

Employee Physical Fitness Program: Vice President Hill announced that this program was approved by Dr. Wyatt. This allows ASU employees to take 3 hours per week for physical fitness in lieu of 3 hours per week for educational purposes. Employees may use the HPESS building (the Student Union Fitness Club is not available to staff and faculty at this time) or other fitness programs in Jonesboro for exercising. An Exercise Committee has been formed and Senator Hill is the chair. Other members are Jason Lincoln (Recreation Director/Student Union), Dewayne Lutrell (Finance), Sharon McDaniel (Registrar), Dr. Herman Strickland (University College) and Linda Farris (Student Health Center). He would like to add two (2) Staff Senators to the committee. Senator Roger Lee (Student Life) and Senator Barbara Coker (President's Office) volunteered to serve. This committee will meet on Monday, June 21, at 10 a.m. in the Student Union Board Room. President Freeman mentioned that Governor Huckabee is supportive of a wellness program. The Senate is proud to offer this program to ASU employees.

Staff Senate By-Laws: The By-Laws are being updated by Senator Lee, Hope Phillips, Carol Barnhill and Dr. J.W. Mason. They will report back to President Freeman.

Book Stipend Committee: Elaine Poynter is a member of this committee. Several other individuals have been appointment to assist. President Freeman emphasized that we have made an attempt to cover all areas of the campus.

Employee Suggestion Committee: Alan Decker from the Delta Center is chairing this committee. He and his members plan to have a new proposal by next year.

Public Relations Committee: Laura Cremeens and Sandy Benesh have taken the responsibility to publish a quarterly newsletter. This committee will meet on

Friday, June 25, at the Student Union Board Room. President Freeman explained that the quarterly newsletter can be found on the website and 160 black and white copies will be distributed. Ron Looney has agreed to assist in developing the newsletter which will be a fantastic communication tool.

New Business: Amber Shipman (Financial Aid) asked about the status of the Child Care Facility. President Freeman read an e-mail from Tammy Fowler who chaired the Child Care Facility Committee in the past. Tammy stated that we have the land for the facility designated, staff will be used from the Early Childhood Department, and the only thing we need is funding. Jake Hampton (President, Student Government Association) is working on this committee.

Derrick Coleman (Student Union) asked the Senate if we could use employee payroll deduction to pay for a personal Dell Computer. Payroll/Human Resources will check to see if this is possible. Senator Barnhill mentioned that we need to contact Dell to see if a payroll deduction would be approved by the company. Pam Davis said that we need to emphasize, if this is approved, that ASU is not obligated but the employee is responsible and obligated.

Next Meeting: July 21 at 2:00 p.m. (Dean B. Ellis Library, Board Room - 8th floor)

Adjournment: 2:50 p.m.