

## ASU Staff Senate Meeting

Date	March 24, 2004
Place	Dean B. Ellis Library, Board Room, 8 <sup>th</sup> Floor
Start Time	2 p.m.
End Time	2:40 p.m.

## Persons Attending

### Attending Senators

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

### Absent Senators

Lee, Sharon – absent- proxy: Sherri Eskridge  
McMillin, Donna – absent – proxy: Amber McElhaney  
Neldon, Don, absent – proxy: none

## Agenda

- 1 Call to order**  
The meeting was called to order at 2 p.m.
- 2 Minutes and Treasurer's Report Approved**  
February minutes were approved. Copies of account expenditure and balances as of March 24, 2004 were distributed. Balances in the accounts were:
  - Staff Senate Discretionary Account - \$2,762.93
  - Staff Senate ASU Account - \$2,144.81
  - Santa's Tribe Discretionary Account - \$12,154.50
  - Santa's Tribe ASU Account - \$1,041.45 (For report copy, email [sbramble@astate.edu](mailto:sbramble@astate.edu))

### **2004 Holiday Schedule and Summer Flex Hours**

Staff Senate had been asked to gather feedback of the proposed 2004 Christmas Holiday Schedule and Summer Flex Hours. Senator Victor Hill, chair of the 2004 Holiday and Summer Flex Committee, presented the committee's results from the e-mail survey. The results will be shared with the President's Council and shared governance.

**2004 Holiday Schedule:** The proposal is 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.

Number of employees for: 296

Number of employees against: 33

Based on the numbers received, senators Nelson and Poynter's motion was approved to submit the proposed holiday schedule.

**Summer Flex Hours:** The summer flex program proposes the university being closed on Friday afternoons with two options: Option one--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; or Option #2--staff working 7:30 a.m.-5:30 p.m. Monday-Thursday (with one hour for lunch) and working 7:30 a.m.- 11: a.m. on Friday.

Offices would be open or need to be covered during the summer flex time. Dr. Mason said the intent is not to inconvenience anyone; offices would only need to be covered during the summer flex hours and that the university would be officially "closed" for university business on Friday afternoons, but that there will be employees working on Fridays. President McCay will share the results with President's Council when they meet again.

Number of employees favoring- 7 a.m.-5 p.m. M-T & 7 a.m.-11 .m. Friday-----168

Number of employees favoring -7:30 a.m.-5:30 p.m. M-T & 7:30 a.m.-11 a.m. Friday----- 57

Number of employees with no time preference, but want a flex program-----11

Number of employees who do not want a flex program-----41

#### **Discussion/Notes:**

Kathy Bacigalupo, Library, noted the Library would not participate in either proposed summer flex program hours and would work their own summer flex hours, probably four ten hour days and off one day in the week. This is due to the Library being open and staffed on Saturdays and Sundays and late in the weekday evenings.

Senator Barnhill, Procurement, noted that one of their employees could not come to work at 7 a.m. or 7:30 a.m. due to child care and the employee has elected to take a 30 minute lunch and participate in Summer Flex.

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**Standing Committee Reports:**

Distinguished Performance Awards Ceremony is scheduled for April 27 at 1:30 p.m. in the Grand Hall and Theatre at the Fowler Center. The theme for this year’s ceremony, which is the 10<sup>th</sup> year anniversary of the program, is “Above and Beyond”. The Distinguished Performance Award program began in the 1993-1994 academic year to recognize outstanding service and performance of non-faculty employees at an annual awards ceremony. Recipients of the award are not only recognized, but they also received a savings bond. Nomination forms have been sent out to staff and should be returned to Sherry Johnson in Research and Academic Affairs by April 2.

Staff Senate Picnic had been scheduled for May 27, but has moved to May 26 due to a conflict in scheduling. (New student orientation was previously scheduled at the Pavilion on May 24, 25, 27 & 28.) Staff Senate committee members are Senator Barbara Coker, Sherry Eskridge, Mary Beth Jones, Senator Don Neldon, Senator Elaine Poynter, Terrie Rolland, Vickie Walker, Senator Evelyn Weatherford, and Senator Ann Ford, chair. If anyone would like to help with the picnic, contact Ann at 972-2067 <aford@astate.edu>.

Election Committee – Senator Vic Nelson reported the nomination ballots have been processed and ready to go out. Only staff in the categories of Professional Non-Faculty; Secretarial/Clerical; and Executive Managerial will receive nomination ballots because these are the slots open on the Staff Senate. Nomination ballots are due April 2 to Sharon Lee in Student Accounts. The committee will review and tabulate the initial ballots and then a second final ballot will be sent out to elect from the nominated staff.

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**Post Office**

President McCay shared information received from Student Affairs about the proposed post office in the Student Union. ASU and the Postal Service have been discussing and working on who would provide the postal service; whether ASU may or may not keep the 72467 zip code; or may be assigned another zip code. All the details are not finalized. Senators Carol Barnhill and Toni Holt are on the committee.

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**CLIP**

There were rumors around Little Rock that the state is not going to fund CLIP this year. President McCay said Dr. Wyatt wanted staff to be aware of these rumors and that he continues to support CLIP at ASU. ASU has set aside salary savings to fund CLIP on our campus and Dr. Wyatt is prepared to request the state that we be allowed to compensate our employees completing their CLIP plans. He also asked if some of the staff senate would be willing to go to Little Rock with him if necessary to speak with legislators on the behalf of ASU employees.

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**Other Business**

Senator Barnhill noted that U of A closes on the last Friday of their spring break week and wondered if our staff would be interested in looking into the possibility of our campus being closed the last Friday of our Spring Break. Dr. Mason also mentioned that U of A is closed on Easter, but that ASU uses that holiday on the Christmas week. Comments and suggestions welcomed.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,  
Vic Nelson, Staff Senate Secretary