

Staff Senate Meeting
Friday, May 16, 2002
9 a.m.

Board Room, Dean B. Ellis Library

Senators Present: Carol Barnhill, Sandra Bramblett (Treasurer), Chris Cambron, Barbara Coker, Laura Cremeens, Carolyn Douglas, Tami Freeman, Janet Hardin (Vice President), Robin Hicks (Secretary), Victor Hill, Philip Jackson, Sharon Lee, Proxy Judy Reed for Donna McMillin, Proxy Shane Martin for Randy Martin, Vic Nelson, Hope Phillips (President), Elaine Poynter, Carolyn Reece, Mike Rippy, and Margie Vaughn.

Absent: Mark Clark, Judy McCay, Kyle Cooper, Lanny Tinker, and Beth Ephlin.

Agenda

1. Call to Order. President Phillips called the meeting to order at 9 a.m.
2. Minutes. The April 18, 2002 minutes were presented for approval. One change noted in Cookbook account balance - should be \$1706.13. Motion to accept, with change, by Senator Bramblett; seconded by Senator Barnhill. Unanimously approved.
3. Treasurer's report. Senator Bramblett reported the following balances as of May 15, 2002.
 - Staff Senate account - \$1,259.05
 - Santa's Tribe ASU account - \$1,401.30
 - Santa's Tribe ASU Foundation account - \$3,561.49
 - Cookbook account - \$1,706.13
4. New senators. President Phillips announced that two senators had stepped down and the following individuals will be taking their position:
 - Kyle Cooper for Jim Steele (Skilled Crafts)
 - Christopher Cambron for Terry Taylor (Service Maintenance)
5. Faculty Senate Survey. Faculty Senate President Bob Bennett had asked the Staff Senate to support a proposal to conduct an assessment of attitudes of all the employees of the Arkansas State University System in an effort to work cooperatively so that Arkansas State University can achieve its full potential. Questions from Staff Senate had been provided to Dr. Bennett and the following response was provided to Staff Senate. Dr. Bennett and Dr. Kim Hester joined the Staff Senate to answer any further questions.
 - Who will conduct the survey? The surveys were mailed out using information from HR, and paid for by Faculty Association. Printing Services handled printing surveys and the cover letter for the survey came from President of Faculty Association.
 - Will Faculty Senate receive all survey replies and will it provide sole analysis of the data? Kim Hester, faculty member, will do the analysis. A summary of responses will be

provided.

- Who is the author(s) of the survey? Dr. Kim Hester and a colleague from another institution.

- What was the model for the survey and what methods will be used to analyze it? The management literature suggests that many things influence an employee's level of organizational commitment to their employer. These include 1) trust in the employer, 2) the employee's perception that their employer is supportive of them; and 3) the employee's perception that their employer values them and their work. Research has also previously found that whether or not employees feel they have a say, or "voice" in how decisions are made, along with how decisions are implemented and explained and how they are treated by the "decision-makers," also influences these employee perceptions. The survey was designed to test this model, with organizational commitment and turnover intention as the outcome variables of interest. The statistical methodology will be LISREL, which is the most sophisticated statistical methodology for testing theoretical models. The data will be reported to Dr. Wyatt in aggregate form.

- How will the results be used (provided to administration, published in media, etc.)? Results will be provided to the President, the President of Faculty Senate, and the President of Staff Senate. Further distribution of results will be made at that time.

- Approximately 1800 surveys were mailed to staff with another 300 being sent to ASU-system campuses.

- Surveys were mailed to each individual so that respondents would have anonymity. This was very important so that individuals would feel comfortable completing the survey.

- Main focus of the survey was to "get the pulse of the university" and share this information with the administration to bring about positive change.

- A discussion of timing of the survey was discussed and Dr. Bennett assured the Staff Senate that there was no hidden agenda.

6. Enrollment Management - Readmission Policy (Shared Governance Proposal). The Enrollment Management Committee recommends the replacement of the entire current "Readmission Following Academic Suspension" policy found on page 46 of the current 01-02 bulletin with the recommended policy found at http://finaid.astate.edu/academic_suspension_polic.htm. (Senators were given copies of policy.) The basis of the recommendation is that the Restart@astate program has improved the procedures for students being readmitted to the University. The Committee is recommending the effective Restart program replace the suspension policy. Motion to replace the current policy with the proposed policy by Senator Hicks; seconded Senator Barnhill. Unanimously approved.

7. Enrollment Management - Academic Load (Shared Governance Proposal). Policy recommendation is that the maximum academic load for students with less than a 3.50 cumulative grade point average shall not exceed 18 hours per semester, 7 hours during each summer term, or 14 hours of combined five- or ten-week courses, or 3 hours in an interim. All maximum loads include Internet, correspondence, or any course regardless of location or delivery method. The Enrollment Management Committee recommends replacing the current policy found in the 2001-02 ASU Bulletin on pages 37-39. It reads as follows: The maximum academic load for students with less than a 3.50 cumulative grade point average shall not exceed 18 hours per semester, or 3 hours in an interim. However, a one-hour overload is permitted during the last enrollment period (semester or five-week term) if the one-hour overload will complete graduation requirements. The basis of the recommendation is needed to address our current environment. Motion to accept proposed recommendation by Senator Jackson/seconded by Senator Nelson. Unanimously approved.

8. Enrollment Management - International Transcripts (Shared Governance Proposal). Policy recommendation is The Office of Admissions proposes that international students from countries that have high school academic years based upon calendar-year be evaluated for admissions purposes based upon the student's academic performance in grades nine through eleven, and based upon a statement of results or an evaluation by the high school principal of the student's work in grade twelve to that point. The Office of Admissions recognizes that students from countries in the southern hemisphere often have difficulty in obtaining their official, final examination certificates in time to be admitted for ASU's spring semester. Many of these students attend high schools where their senior year concludes in December. It is difficult for ASU to admit, issue an I-20, and send these documents to the students due to the small window of time over the holidays. These students need to have admissions acceptances farther in advance in order to make flight arrangements and all other arrangements in time for the spring semester. Motion made to accept recommendation by Senator Poynter/seconded Senator Jackson. Unanimously approved.

9. Classified vs. non-classified Vacation Accrual. Senator Barnhill discussed concerns regarding non-classified staff accruing vacation time differently than classified staff. Currently non-classified staff accrue 6.68 hours of vacation per pay period and that amount does not change. Classified staff accrue vacation based on time in service as follows:

- 1-3 years 8 hours/month
- 3-5 years 10 hours/month
- 5-12 years 12 hours/month
- 12-20 years 14 hours/month
- 20+ years 15 hours/month

It was noted that nothing governs the amount of vacation accrued by non-classified staff and that it could be changed through Shared Governance. The Fringe Benefits Committee requests that the Staff Senate review the issue further and present a proposal should a recommendation be made. Senator Barnhill agreed to Chair a sub-committee to

review this issue and report back to Staff Senate. Committee members also include: Senator Bramblett and Senator Jackson.

10. Election of Officers. President Phillips called for nominations for the position of President, Vice President, Secretary, and Treasurer.

- Motion made to nominate Senator Jackson to serve as President by Senator Hill/seconded Senator Barnhill. Nominations ceased. Unanimously approved.
- Motion made to nominate Senator Lee to serve as Vice President by Senator Douglas/seconded by Senator Freeman. Nominations ceased. Unanimously approved.
- Motion made to nominate Senator Cremeens to serve as Secretary by Senator Hicks/seconded by Senator Hill. Nominations ceased. Unanimously approved.
- Motion made to nominate Senator Douglas to serve as Treasurer by Senator Barnhill/seconded by Senator Hill. Nominations ceased. Unanimously approved.

11. Old business.

a. Cookbook fund - President Phillips stated that the cookbook agency account currently has a balance of \$1,706.13. Motion was made by Senator Hicks to move balance of dollars from ASU agency account to a Staff Senate Discretionary Account under the ASU Foundation and to close the ASU agency account. Seconded by Senator Poynter. Unanimously approved.

b. Distinguished Performance Award Ceremony. Senator Hardin thanked the committee and volunteers who helped make the ceremony a success.

c. Staff Picnic. Reminder that Staff Senate Picnic is scheduled for May 21, 2002 from 11:00 am - 1:30 pm at the Pavilion.

d. CLIP. Senator Hicks reminded senators to convey to their constituency groups that if a staff member changed position or was promoted this past year then they would forfeit their participation in the CLIP program for the current year.

12. New Business.

a. Senator Hardin presented a plaque to outgoing President Phillips for her work on behalf of Staff Senate.

b. Shared governance committee recommendations from Staff Senate were forwarded by President Phillips to Marilyn Brewer. Terms begin in August. A list of committee members will be emailed to senators.

The next meeting will be on Thursday, June 20 at 9:00 am in the Board Room of the Dean B. Ellis Library. The meeting adjourned at 10:15 a.m.