

ASU Staff Senate Meeting

Date	November 21, 2002
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	Douglas, Carolyn	Jackson, Philip	Reece, Carolyn
Bramlett, Sandra	Ephlin, Beth	Lee, Sharon	Rippy, Mike
Clark, Mark	Freeman, Tami	Martin, Randy	Tinker, Lanny
Cooper, Kyle	Hardin, Janet	Nelson, Vic	Vaughn, Margie
Creameens, Laura	Hill, Victor	Phillips, Hope	

Absent

Cambron, Chris	Coker, Barbara	McMillin, Donna	Poynter, Elaine
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Proxies

Vicki Fletcher for Judy McCay

Discussion

1	The meeting was called to order at 9 a.m. by President Jackson																																													
2	<p>Approval of minutes</p> <p>The October minutes were approved with the following changes:</p> <ul style="list-style-type: none"> Senators present: Elaine Poynter was incorrectly reported as present Item 5 – Senator Lee reported... Item 6 – Senator Barnhill reported that the vacation accrual committee... 																																													
3	<p>Treasurer's report</p> <p>Treasurer Douglas reported the following account balance:</p> <table> <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>08/26/02</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>End Balance 11-20-02</td> <td>\$2,239.84</td> </tr> <tr> <td colspan="2">Staff Senate ASU Foundation Account</td> <td></td> </tr> <tr> <td>Date</td> <td>Beginning Balance</td> <td>\$2,486.67</td> </tr> <tr> <td></td> <td>End Balance 11/20/02</td> <td>\$2,505.97</td> </tr> <tr> <td colspan="2">Santa's Tribe ASU Foundation Account</td> <td></td> </tr> <tr> <td>Date</td> <td>Beginning Balance</td> <td>\$1,401.30</td> </tr> <tr> <td>09/23/02</td> <td>Petty Cash-payment for apples, caramel & cash boxes</td> <td>(\$342.65)</td> </tr> <tr> <td>10/16/02</td> <td>Petty Cash-payment for</td> <td>(\$179.65)</td> </tr> <tr> <td>11/05/02</td> <td>Deposit-Santa's Tribe</td> <td>\$216.05</td> </tr> <tr> <td></td> <td>End Balance 11-20-02</td> <td>\$1,095.05</td> </tr> </table>	Staff Senate University Account			Date	Beginning Balance	\$2,675.00	08/26/02	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)		End Balance 11-20-02	\$2,239.84	Staff Senate ASU Foundation Account			Date	Beginning Balance	\$2,486.67		End Balance 11/20/02	\$2,505.97	Santa's Tribe ASU Foundation Account			Date	Beginning Balance	\$1,401.30	09/23/02	Petty Cash-payment for apples, caramel & cash boxes	(\$342.65)	10/16/02	Petty Cash-payment for	(\$179.65)	11/05/02	Deposit-Santa's Tribe	\$216.05		End Balance 11-20-02	\$1,095.05
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4	<p>Santa's Tribe</p> <p>Mary Beth Jones and Mike Ring presented the history of the establishment of Santa's Tribe and its mission to provide assistance ASU associates (staff, students, faculty) and anyone living in their household. Assistance is available year-round but a special effort is made to identify those in need during the holiday season. All ASU associates are invited to help with fundraising efforts.</p> <p>Mary Beth said provided assistance to 21 families this holiday season.</p> <p>Contact Mike Ring, Mary Beth Jones or Tami Murray for more information or to apply for assistance.</p>
5	<p>Town Hall meeting follow-up</p> <p>Tami Freeman reported that the Staff Senate Town Hall Meeting was a success. She said \$417.66 was spent on catering. Senators suggested the following changes for future Town Hall meetings:</p> <ul style="list-style-type: none"> • Depart the no-questions format
6	<p>Employee survey results</p> <p>Philip Jackson said Kim Hester could not attend today's meeting because of her class schedule. He asked her if 136 responses from 800+ staff was a sufficient sample size to indicate staff's opinion as a whole. She said it was more than enough. Questions about the survey may be directed to Kim Hester or Philip Jackson. Several senators expressed concern that staff had no input in developing questions for the survey.</p>
7	<p>Vacation accrual committee</p> <p>Carol Barnhill submitted a proposal for endorsement by Staff Senate to change the vacation accrual rate of non-classified employees to match that of classified employees. Senator Cremeens moved to reject the proposal; Senator Hill seconded. President Jackson tabled the motion for further discussion. The vacation accrual committee will send email to notify staff of the upcoming meeting to discuss the matter again.</p>
8	<p>President's Council report by Philip Jackson</p> <ul style="list-style-type: none"> • The requirement for all ASU employees to wear ID tags is under consideration. Anyone wishing to express their opinion on this may contact Carol Barnhill or Ed Kremers, members of the Customer Focus Committee • QUEST (Quality and Efficiency Support Team) – Jo Lunbeck distributed findings from the surveys complete at the recent Employee Benefits Fair. QUEST teams will be meeting with deans, chairs, faculty, staff and students in each building after the first of the year.
9	<p>IRB policy recommendation (Shared Governance)</p> <p><u>Policy Recommendation:</u> Add one member to the Institutional Review Board from the Pre-Award Research Office.</p> <p><u>Basis of Recommendation:</u> To expedite the handling of exempt research proposals while remaining in compliance with regulations requiring the IRB to sign off on all proposals.</p> <p>Senator Douglas moved to support the recommendation; Senator Hill seconded. Vote: Approved unanimously.</p>
10	<p>New business</p> <p>Senators discussed the necessity to hold the regular meeting in December. Senator Hill moved to cancel the meeting; Senator Ephlin seconded. Vote: Approved unanimously.</p>
11	<p>Adjournment</p>

Notes

- 1 | Next meeting January 17, 2003, 9 a.m., Dean B. Ellis Library, Board Room, 8th Floor