

ASU Staff Senate Meeting – Draft of Minutes

Date	November 18, 2003
Place	Dean B. Ellis Library, Board Room, 8 th Floor
Start Time	2 p.m.
End Time	2:40 p.m.

Persons Attending

Attending Senators

Barnhill, Carol	Ford, Ann	Lee, Sharon
Coker, Barbara	Freeman, Tami	McCay, Judy
Clark, Mark	Gulley, Jeff	Neldon, Don
Cremeens, Laura	Hill, Victor	Nelson, Vic
Douglas, Carolyn	Holt, Toni	Poynter, Elaine
Bramblett, Sandra	Jackson, Philip	Reece, Carolyn

Absent Senators

Bittle, Tony – absent - proxy: None
Cambron, Christopher – absent – proxy: None
McMillin, Donna – proxy: Amber McElhaney
Vaughn, Margie – absent - proxy: None

Agenda

1	Call to order The meeting was called to order at 2 p.m. by President McCay.
2	Minutes and Treasurer’s Report Approved November minutes were approved. Copies of account expenditure and balances as of Nov. 17, 2003 were distributed. Balances in the accounts were: Staff Senate Discretionary Account - \$2,762.93 Staff Senate ASU Account - \$2,675.00 Santa’s Tribe Discretionary Account - \$10,784.00 Santa’s Tribe ASU Account - \$1,540.01 (For report copy, email sbramble@astate.edu)
3	Information Shared President McCay shared some information from letters received. <ul style="list-style-type: none">• NEA Council for Domestic Abuse thanked ASU for donations of bake sale and food items left from the employee picnic.• Human Resources appreciated Staff Senate’s participation in the benefits fair.• Jennus Burton corresponded with Richard Wise, State of Arkansas, regarding ASU’s involvement in the CLIP program. Jennus provided information about ASU’s CLIP progress, the recognition luncheon, and expressed interest in the passing of Act 22. Passing of Act 22 could provide funds for CLIP bonuses.

4 **Policies and changes:**

President McCay shared information from the President's Council on changes in the new employee evaluation process. A 90-day evaluation procedure would be included in the 6-month probation process for new employees hired after August 27. This would assist the employee and supervisor in the probationary period.

5 **Election of Senator**

Evelyn Weatherford replaces Margie Vaughn who resigned as senator.

6 **Educational Stipend Committee Report**

President McCay requested feedback from senators for a final recommendation of the educational stipend proposal at the next staff senate meeting.

The proposal from October's meeting is as:

The purpose of the stipend would promote educational advancement and opportunities for ASU staff and their dependents. This stipend would be funded by contributions and fundraising activities such as proceeds from the Staff Senate Picnic and other events.

The proposed annual stipend amount would be \$1000.00, which would be disbursed in \$50.00 increments to full-time staff or their dependent (one award per household per semester). Applicants must be a full-time staff member or a dependent of a full-time staff member; be enrolled in at least six semester hours including class hours, correspondence or continuing education classes within the current academic year the stipend is awarded.

An applicant would be asked to provide answers (and not include their name) to the two following questions: #1 Why do you feel that you deserve this stipend? #2: How will the stipend assist you in your educational goals? Application deadline would be July 1st. A selection committee comprised of representatives from each of the five employee classifications would blind review stipend applications for award.

The recipient would be notified in writing of the award and the funds would be deposited in the recipient's account. Senators are asked to review the information and share with their constituents and provide feedback at the next meeting.

7 **Other Business**

Senators are asked to share with anyone who was not aware, that ASU will be closed Dec. 22, 2003 through Jan. 4, 2004 as stated in the "ASU Insider."

Senator Nelson reported three additional volunteers. Senators Carolyn Reece and Toni Holt volunteered to serve on the Performance Award committee; and Terrie Rolland, Printing Services, volunteered to serve on the Picnic Committee. Committee members are asked to be sure to contact the new volunteers on meeting dates and times.

Senators Holt and Barnhill shared information about the construction of the new post office. Bids could be ready for review by January 2004. The mailing address for city is now "State University, Arkansas" and will change to "Jonesboro, Arkansas" in the future.

Motion was approved to not have a staff senate meeting in December, as there were no agenda items to discuss. The next meeting will be 2 p.m., Wednesday, January 21. Dr. Glen Jones will be present to speak about diversity. Meeting adjourned.

Respectfully submitted:
Vic Nelson, Staff Senate Secretary

