

ASU Staff Senate Meeting

Date	October 15, 2003
Place	Dean B. Ellis Library, Board Room, 8 th Floor
Start Time	2 p.m.
End Time	3 p.m.

Persons Attending

Attending Senators

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

Absent Senators

Bittle, Tony – absent - proxy: None
Cambron, Christopher – absent – proxy: None
McCay, Judy – proxy: Tami Watlington
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 Vice President Freeman.
2	Minutes and Treasurer's Report Approved September 18 minutes were approved. Copies of account expenditure and balances as of Oct. 14, 2003 were distributed and approved. Balances in the accounts were: Staff Senate Discretionary Account - \$2,762.93 Staff Senate ASU Account - \$2,675.00 Santa's Tribe Discretionary Account - \$10,414.50 Santa's Tribe ASU Account - \$1,717.10 (For report copy, email sbramble@astate.edu) Tami Watlington, Santa's Tribe committee member, asked if anyone would like to serve on the Santa's Tribe Committee due to an recent opening. Sandra Bramblett volunteered to serve on the committee.
3	Election of Part-Time Senators Election of part-time employee senators that was tabled from the last meeting until the Election Committee formed with a list of part-time employees was brought forward. No list of employees were presented. (Neal Vickers had presented discussion from the last meeting that part-time senators could not be part-time student employees, which should be part-time employees; and that student employees were represented by the SGA). Janna Schakelaar from the Honors Program Department by was nominated by Senator Cremeens at today's meeting and approved for the part-time employee senator.

- 4 **Standing Committee Appointments:**
Standing committee volunteers are needed. A short e-mail went out to the campus asking for volunteers to serve. Vice President Freeman said President McCay requested volunteers from the senators who have not volunteered to date to serve on a standing committee. Senators are asked to contact her, Tami or Vic on which committee they would like to serve.
Volunteer List is as follows:
Election Committee members are Sharon Lee, Carolyn Douglas, Vic Nelson and Don Neldon;
Recognition and Performance Awards Committee members are Laura Cremeens, Barbara Coker, Tami Freeman, (Sherry Johnson may assist as she served last year);
Special Events Committee members are Ann Ford and Elaine Poynter;
Town Hall Committee members are Philip Jackson, Sandra Bramlett and Donna Kirksey.
- Non-senator employees are welcomed and encouraged to serve on the committees and committee members will be asking for volunteers. If anyone would like to serve on a committee, contact any of the senators or committee members above or President McCay at jmccay@astate.edu, 972-2680.
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- 5 **Special Events Committee – Fall Tailgate**
Senators Poynter and Ford presented a proposal for a fall tailgate for ASU staff and their families, 12 noon to 1 p.m., prior to the ASU Volleyball game on Sunday, Nov. 2 at the Pavilion or by the Convocation Center. Confirming details will be available at a later date.
- Menu to include: hamburgers and polish sausages donated by Sodexo; chips to be possibly donated by Frito-Lay; and donated Pepsi products. Desserts will be homemade and prepared by the members of the committee.
- The committee has asked for free or discounted tickets, but have yet to receive a commitment. Otherwise, tickets will be \$3.75 for each staff plus immediate family members. Lil' Indian Club members will be admitted free and Alumni Association members receive a two-for-one discount on the admission fee.
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- 6 **Educational Stipend Committee Report**
Past President Senator Jackson presented from the ad hoc scholarship committee a proposal for a Staff Senate Educational Assistance Stipend.
- 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.

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Holiday Schedule

Discussion and feedback were presented whether employees would like to extend the Christmas holiday vacation 1 day or 2 days.

Suggestion #1 was that everyone would work Monday and Tuesday, Dec. 22 and Dec. 23, be off Friday, Jan. 2 and assessed 1 day of vacation time for Jan. 2, then return to work on Monday, Jan. 5. Eight day vacation which is one week out plus three days out.

Suggestion #2 would assess everyone 3 days of vacation for being off on Monday and Tuesday, Dec. 22, Dec. 23, and Friday, Jan. 2, then return to work on Monday, Jan. 5. Ten day vacation which is two-weeks out.

Opinions were expressed on both recommendations.

Feedback was as follows:

- Not everyone had the extra/additional vacation time to be assessed. Employees did not want their co-workers who had low or no vacation time to be penalized.
- Some employees felt their vacation time was theirs to take when they wanted it, not when someone told them to.
- Some employees without the additional vacation time accrued did want the two-week Christmas break and expressed opinion that they would not mind being assessed the three days vacation time and felt confident they would accrue enough later.
- Departments who did have to work during assessed days would take it off at another time. Opinions were expressed negatively and positively. Convocation Center, Facilities Management and University Police are departments that do work during the Christmas break regardless of the length of the vacation.

The Staff Senate voted 13 to 6 for suggestion #1, closing the university only on Jan. 2 and being assessed only one day of vacation. The Senate heard some discussion that SGA and Faculty Senate had favored suggestion #2 which is the University being closed Dec. 22, 23 and Jan. 2 and staff being assessed three days of vacation for those days. Recommendations will go before Shared Governance.

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Adjourn

The meeting adjourned at 3:00 p.m. Next meeting will be Wednesday, November 19 at 2 p.m. in the Dean B. Ellis Library Board Room. (Rescheduled to Nov. 18 after meeting due to boardroom unavailability).

Respectfully Submitted:

Vic Nelson
Staff Senate Secretary