

ASU Staff Senate Minutes
Wednesday, October 20, 2004

Call to Order: 2:00 p.m.

Persons Attending: Jeff Bailey, Carol Barnhill, Margaret Brewer, Mark Clark, Barbara Coker, Patrick Dixon, Dylan Fisher, Ann Ford, Tami Freeman, Jeff Gulley, Victor Hill, Toni Holt, Roger Lee, Judy McCay, Don Neldon, Vic Nelson, Carolyn Reece, Evelyne Weatherford

Proxies: Polly Cronos for Carolyn Douglas

Absent: Tony Bittle, Donna Kirksey, Jerrod Lockhart

Minutes Report were approved with corrections. The corrections were that Chris Cambron has resigned instead of Mark Clark as previously reported.

Treasurer's Report was approved as submitted by a motion from Senator Hill, seconded by Senator Barnhill and approved unanimously by Senate. Treasurer's Report was read by Senator Ann Ford. Balances in accounts are as follows:

E&G	\$ 2589.00
Santa's Tribe Agency Acct.	\$ 541.45
Staff Senate Discretionary Acct.	\$ 4,412.38
Santa's Tribe Discretionary Acct.	\$14,127.78

Dr. Glen Jones, NCAA chair for ASU reported that he has been working on a draft report to be shared around mid-December. He seeks to have the Staff Senate involved and have their support as he moves forward with this process. Judy McCay represents the Staff Senate on the steering committee. Dr. Jones wants the Staff Senate to be aware that this was in process and to contact him with any questions or concerns on the NCAA certification process.

Dr. Rick Stripling, Vice Chancellor for Student Affairs, spoke to the Senate about raising staff and faculty's level of awareness of the recruitment process, i.e. Preview Day, New Student Orientation, etc. He wants Staff Senate input and involvement on how we can communicate this to the staff and to present a "uniform" or "consistent" welcoming atmosphere across campus when potential students and families visit. There was discussion about how ASU recruits at the high school level and that lack of funds was a big issue in the way of mail outs to students. Paula Lynn, Director of Admissions, has a PowerPoint presentation she can share about the recruitment process for anyone interested. A new Admissions webpage, "Virtual Advisor", will be coming soon to their web site to help with questions about ASU and the registration process. Also, a "Chat University" will be online soon with financial aid representatives and advisers, etc. Contact Dr. Stripling or Mrs. Lynn for questions or comments. Freeman noted that Vice-Chancellor Stripling has asked her to put together a task force on enrollment and recruitment

Margaret Watson, IT Services, presented an overview of “Banner” in reference with the open forum presented recently at the Convocation Center. Many staff attended the kickoff and ITS realizes from the questions asked by the audience that many staff were left out of the loop as far as information provided. “Project 1 A-State” or the “SCT Banner Project” is a 3-year \$10 million dollar project that will involve all on campus. “Banner” will help ASU move forward in all aspects of the system and improve our “presence”. The new system will be web-driven with one password required. ITS will be sharing information for a webpage soon with timeline information and document information. Watson welcomes any concerns or questions.

President Freeman asked everyone to look over the proposal provided by Alan Decker of the Employee Suggestion Program. If anyone had feedback before the next meeting they were asked to email him at adecker@astate.edu.

According to President Freeman only 2 Employee Educational Stipend Applications have been submitted. She stated that if anyone is interested in donating to the stipend fund they can contact her or Elaine Poynter.

Senator Victor Hill reported that the wellness program has been well received by the vice chancellors and vice presidents. He stated that the administration have looked at the proposal and suggested ASU hire a Wellness Coordinator to oversee and implement the program at ASU. Human Resources is currently working on the hiring process. An email was sent out from the vice chancellors to their deans and supervisors that the program is being approved and employees can participate with their supervisors approval and also attendance to program can be handled at the departmental level. Many staff expressed concern they have not seen any information about this and asked when the program would start. President Freeman said she would address this at the next President’s Council meeting and more details will be forthcoming later.

The Senate was reminded of the ASU Benefits Fair to be held Oct. 28. President Freeman encouraged everyone to visit the fair and to sign up to work at the Staff Senate booth.

Freeman also reminded everyone that the Poker Walk will be held today, Oct. 20.

She also stated that the “Staff Matters Newsletter” would be available at the Senate table at the Benefits Fair and she would also bring one to the next Senate meeting.

Senator Margaret Brewer shared information she collected about other universities work schedule and flex time. These hours were not only for summer, but anytime. She was approached by individuals on campus who are interested in a “flex time program” at ASU. Vic Nelson noted that last year’s campus-wide summer flex program was surveyed by the campus as a whole and voted out last

year and asked was this something that the Staff Senate will be addressing or looking in the future flex time, also some departments do not or cannot participate in a flex schedule. President Freeman responded this is just in the discussion phase and that we are just reviewing the information to share with our constituents.

Senator Carol Barnhill reported that the Aging Parent Program committee is looking at leads and is still working on details of what topics to discuss.

President Freeman stated that the updated Staff Senate are now on our website and thanked Senator Barnhill for coordinating the changes.

Due to job responsibilities Philip Jackson is unable to chair the General Assembly in the spring. If anyone is interested, please contact President Freeman.

President Freeman asked Greg Thornburg, Director of Financial Aid, to briefly discuss the "Strategic Enrollment Planning Process" and handouts of the enrollment stats from the Office of Institutional Management and Planning.

The meeting adjourned at 3:38 p.m.

The next meeting will be Wed., Nov. 17 in the Boardroom of the Dean B. Ellis Library.