

## ASU Staff Senate Meeting

Date	September 18, 2003
Place	Dean B. Ellis Library, Board Room, 8 <sup>th</sup> Floor
Start Time	9 a.m.
End Time	9:55 a.m.

## Persons Attending

### Senators

Bittle, Tony	Lee, Sharon	McMillin, Donna
Coker, Barbara	Freeman, Tami	Neldon, Don
Cremeens, Laura	Gulley, Jeff	Nelson, Vic
Douglas, Carolyn	Jackson, Philip	Poynter, Elaine
Ford, Ann	McCay, Judy	

### Absent

Sandra Bramlett  
Clark, Mark  
McMillin, Donna  
Neldon, Don  
Reece, Carolyn  
Vaughn, Margie

### Proxies

Charlene Walton for Toni Holt

## Agenda

1	<b>Call to order</b> The meeting was called to order at 9 a.m. by President McCay.
2	Approval of August 21 minutes were approved.
3	<b>Treasurer's Report</b> Copies of account expenditure and balances as of Sept. 17, 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 - \$10,631.28 Santa's Tribe ASU Account - \$1,045.77 (For report copy: sbramble@astate.edu)
4	<b>Raises Approved by Board</b> 2.7 % cost of living increase was approved by the board of directors for employees retroactive from July 1, 2003 and paid on Sept. 30 paycheck.
5	<b>Election of Part-Time Senators</b> Election of part-time employee senators was tabled until Election Committee formed. Neal Vickers presented discussion that part-time senators could not be part-time student employees, they should be part-time employees. Student employees were represented by SGA.

6	<p><b>Standing Committee Appointments:</b>          Standing committee members volunteers and appointments were 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 and Sherry Johnson;          Special Events Committee members are Ann Ford and Elaine Poynter;          Town Hall Committee members are Philip Jackson, Sandra Bramlett and Donna Kirksey.</p> <p>Non-senator employees are welcomed and encouraged to serve on the committees and committee members will be asking for volunteers. If anyone is interested in helping or serving on a committee, contact any of the committee members above or the Judy McCay, Staff Senate President, at <a href="mailto:jmccay@astate.edu">jmccay@astate.edu</a>, 972-2680.</p>
7	<p><b>Staff Senate Meeting Time</b>          Discussion and approval to move the staff senate meetings from every third Thursday at 9 a.m. to every third Wednesday at 2 p.m. The location of the meeting will be the same, the Dean B. Ellis Library Board Room.</p>
8	<p><b>Strategic Planning Committee</b>          Strategic Planning Committee requested representation from Faculty Senate, Staff Senate and SGA. As Staff Senate President, Judy McCay will serve along with Derek Coleman, Residence Life.</p>
9	<p><b>Holiday Schedule</b>          Suggestion was presented to Senator McCay who brought the suggestion to staff senate whether to extend the holiday vacation 1 day or 2 days. She would like opinions feedback on the possibility of additional days at the Christmas break. Everyone assessed 1 day of vacation time for Jan. 2 and return to work on Monday, Jan. 5 or everyone assessed 3 days of vacation to use for Dec. 22, Dec. 23 and Jan. 2 and employees return to work Jan. 5. A recommendation will be made to administration for review.</p>
9	<p><b>Adjourn</b>          The meeting adjourned at 9:55 a.m. Next meeting will be Wednesday, Oct. 15 at 2 p.m. in the Dean B. Ellis Library Board Room.</p>

Respectfully Submitted:

Vic Nelson  
 Staff Senate Secretary