

STAFF SENATE MEETING AGENDA

Wednesday, July 16, 2014, 2:00 pm

Dean B. Ellis Library Boardroom

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting minutes
 - b. Treasurer's report
4. New Business
 - a. 100 Year plaque for distinguished staff
 - b. Budget Priority list review
 - c. Move-In Day volunteers
5. Old Business
 - a. Outstanding evaluation questions/issues – send to Angela to present to HR
 - b. SGOC Committee Appointments
 - c. Online auction decision from Picnic Committee
6. Report from the President
7. Open discussion
8. Announcements and Reminders
 - a. Next meeting date September 17, 2014

Last Name	First Name	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
Banks	Talvickeo	Present	Present										
Broadway	Paula	Present	Present										
Brown	Steven	Present	Present										
Carvell	Jon	Present	Present										
Coggins	Robert	Present	Present										
Coleman	Anthony	Present	Present										
Cossey	Jeannie	Present	Present										
Cox	Ellena	Proxy	Present										
Crittenden	Tonya	Present	Present										
Daniels	Angela	Present	Present										
Davis	Debbie	Present	Proxy										
Davis	Rodney Joe	Present	Absent										
Eakins	Kasey	Present	Present										
Forrest	Vera	Present	Present										
Fulton	Loretta	Present	Present										
Hampton	Brandy	Present	Present										
Jones	Julie	Absent	Present										
Locke	Terry	Present	Present										
McCain	Carla Marie	Present	Present										
Novalick	Jennifer	Present	Present										
Phillips	Hope	Present	Present										
Ponce	Carolyn Ann	Proxy	Present										
Rouse	Elizabeth	Absent	Absent										
Scott	Connie	Absent	Present										
Tate	Randall	Present	Present										
Turner	Nikki	Present	Absent										
Wakefield	Elizabeth	Proxy	Present										

Proxies

May-14 Elena Cox - Kim Parker; Elizabeth Wakefield - Joyce Mann; Carolyn Ponce - Dean Murry
Jun-14 Debbie Davis - Lou Adams; Nikki Turner - Excused Absence ASU Business
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
Dec-14
Jan-15
Feb-15
Mar-15
Apr-15

Arkansas State University
Staff Senate Meeting
June 25, 2014

The Arkansas State University Staff Senate met on Wednesday, June 25, 2014, in the Board Room, 8th Floor of Library on the ASU-Jonesboro campus. Staff Senate President, Angela Daniels called the meeting to order at 2:01 p.m.

In attendance: Talvickeo Banks, Paula Broadway, Steven Brown, Jon Carvell, Robert Coggins, Anthony Coleman, Jeannie Cossey, Elena Cox, Tonya Crittenden, Angela Daniels, Lou Adams proxy for Debbie Davis, Kasey Eakins, Vera Forest, Loretta Fulton, Brandy Hampton, Julie Jones, Terry Locke, Carla McCain, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Connie Scott, Randall Tate and Elizabeth Wakefield.

May Minutes:

Minutes were approved with noted changes.

May Treasury:

Reported by Talvickeo Banks. Approved.

New Business:

- a. Lori Winn addressed the group with information about Professional Development, Performance Evaluations and COLA/Merit.

A copy of the Professional Development Plan for Classified Employees was provided to all in attendance. <http://www.astate.edu/a/finance/procedures/hr/hr-prof-dev-classified.pdf> This plan is only approved for one year, but every effort will be made to get this approved through the appropriations process next year as well. Arkansas State and University of Arkansas are the only two universities approved to offer professional development plans for classified employees. Degree must be obtained during dates noted (July 1, 2014 and June 30, 2015) and only for those degrees listed. The state/OPM would not approve an incentive for certificates or licensures for classified employees. Non-Classified employees still receive incentives for professional licensures and certificates because that is governed by ADHE and not OPM. The question was asked about those that completed their degree prior to July 1, 2014. Lori stated that because the previous professional development plan was not officially approved by OPM, and the previous plan was cut, that nothing could be done for those that graduated during that gap. A question was asked about the wording of 6%, instead of just using the flat amounts as before. It was noted that the new procedure had to be a percentage based on salary. Any employees that expect to graduate after 07/01/2014 must submit the new forms to be eligible. Clarification was asked for on the "awarding a one-time incentive bonus" wording. The "one-time" refers to one time per level, ex. only receive bonus for the first bachelor's degree, it will not pay again for a second bachelor's degree. It was asked if there was a way to identify employees who have completed a degree during the year for recognition at the annual Staff Senate Distinguished Performance Awards

Ceremony. Lori said that a list would be possible.

Merit bonuses will be paid by June 30th. If employees are set up for direct deposit for their regular paychecks, then the bonus will also be direct deposit. It will be a separate check/deposit and will not be combined with existing payroll check. COLA for classified employees was not expected to be implemented until later this year or possibly January, but a 1% COLA will be implemented July 1st. COLA is across the board to all classified employees and the allowed percentage is determined by the state, but funded by the university. A question was raised on the difference between classified and non-classified COLA. Lori explained that for non-classified employees that the percentage is calculated based on the pooled salaries of the actual department, which is then divided up based on performance. There was concern from certain areas/departments that many employees were under the impression that a rating of Satisfactory was the highest rating a person could receive this year. Lori provided the current definitions for performance evaluations. Lori mentioned that there were ratings higher than satisfactory given in all departments. She then suggested that employees go to their supervisor and ask them what they need to do to get above a satisfactory rating. There were still concerns from attendees over the performance evaluations/ratings this year. Angela asked for the best way to discuss this with HR. It was decided that a group of staff senators would discuss issues and meet with HR with a listing of items to accomplish/answer. Lori also suggested for any employees that still had concerns to call her office and set up an individual meeting with her to discuss any issues. A suggestion was made for HR to provide an overview of the evaluation process to help with education of the overall process. Lori stated that this could be done and also provided information on a new 8 week program that was being implemented for supervisor training. This would eventually be required by all supervisors.

- b. Date for Staff Senate group and individual pictures: Suggestion was made to see if Bill Smith could take the pictures this year. An inside venue was opted for over outside, due to lighting control and weather conditions. Loretta Fulton made the motion to take pictures 30 minutes prior to next month's meeting. Jon Carvell seconded the motion. Motion passed. Senators are to wear a black or red polo, preferably with the new ASTATE logo, and not the flame. Angela will see about getting polo samples for the next meeting to possibly replace the existing senator shirts that have the flame logo.
- c. Open discussion held on location of future Staff Senate meetings. Many senators stated that the Library Board room allowed for more interaction, better view and sound. Carolyn Ponce motioned that future Staff Senate meetings be held in the Library Board room. Loretta Fulton seconded, motion passed.
- d. Picnic Committee update. Autographed cup and duck call from Duck Dynasty was received after the Staff Appreciation picnic auction. Discussion of when to hold the online bid for these items, and what audience. The month of October was suggested as well as allowing all employees and retirees to bid. Cassey Eakins will follow up with the Picnic Committee on recommendations.
- e. Committee Appointments. Angela Daniels will email committee openings to senators for volunteers. If all openings are not filled, then it will be opened up to all staff.
- f. Bylaws Review Committee. Nikki Turner will chair this committee. Angela mentioned that two more volunteers were needed for this committee. Brandy Hampton and Hope Phillips volunteered.

Old Business: No items to discuss.

Report from the President: No executive meeting to report on.

Open Discussion:

- a. Question regarding any published guidelines for retired staff receptions was raised. It is left up to each division on planning retiree receptions.
- b. With the current construction in the Library, it was suggested that signage (or larger signage) be put up to direct students around the corner to temporary circulation desk. Several senators have been asked by students if the Library was closed after seeing renovation/construction at the entry.
- c. Kasey Eakins reported from the Development, Communications, and Alumni Committee that the sunset date for the torch emblem has been set for August 1st. An official email from Alumni should be published soon. She also mentioned that if anyone knows of any staff member doing anything noteworthy to send an email with that information to Tom Moore so that it can be considered for publication in the weekly Inside A-State email.
- d. A new constituent listing will be provided in July to account for new-year changes. This listing should be based on EEO category; classified/non-classified employees should not be mixed.
- e. The next meeting date is scheduled for July 16th in the Library Board Room.
- f. There will be no August meeting.

**Arkansas State University
Staff Senate Treasurer's Report
June 30, 2014**

Balances as of 30-June-2014

University E & G Accounts

Staff Senate - 1

110000-120008-1630

Balance Forward

Distinguished Performance Awards Certificates

Sign Shop Charges for Name Plates & Name Tags

Labels for Distinguished Performance Awards

BeginningBalance Debit/Credit Remaining

\$1,645.99

\$ (29.00)

\$ (529.50)

\$ (17.10)

\$1,070.39

Santa's Wolves Agency Account

930002-390000-5000

Balance Forward

Wal-Mart Gift Cards for Employees (2 @ \$500 each)

\$1,942.93

\$ (1,000.00)

\$942.93

ASU Foundation Accounts

Santa's Wolves

200067

Balance Forward

June Contributions

\$35,188.22

\$ 563.34

\$35,751.56

Staff Senate Discretionary

200069

Balance Forward

Silent Auction Revenue

\$15,778.60

\$ 162.00

\$15,940.60

Staff Senate Educational Assistance

230139

Balance Forward

June Contributions

\$1,181.42

\$56.12

\$1,237.54