

STAFF SENATE MEETING AGENDA
Wednesday, September 17, 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. Staff Senate's role in retention
 - b. Involvement/increased participation in Athletic events
 - c. New SGOC policies
 - d. Benefits Fair
5. Old Business
 - a. Evaluation information/clarification handout from HR
 - b. New constituent listing distribution
 - c. SGOC Committee reminder
6. Report from the President
7. Open discussion
8. Announcements and Reminders
 - a. Next meeting date October 15, 2014

Arkansas State University Staff
Senate Meeting July 16, 2014

The Arkansas State University Staff Senate met on Wednesday, July 16, 2014, in the Boardroom, 8th Floor of Library on the ASU-Jonesboro campus. Staff Senate President, Angela Daniels called the meeting to order at 2:13 p.m.

In attendance: Talvickeo Banks, Laken Daniels proxy for Paula Broadway, Nick Wallace proxy for Steven Brown, Jon Carvell, Robert Coggins, Anthony Coleman, Jeannie Cossey, Ellena Cox, Tonya Crittenden, Angela Daniels, Lou Adams Ray proxy for Debbie Davis, Kasey Eakins, Rodney Davis, Vera Forest, Loretta Fulton, Brandy Hampton, Julie Jones, Terry Locke, Rebecca Bridges proxy for Carla McCain, Gail Rasberry proxy for Jennifer Novalick, Hope Phillips, Carolyn Ponce, Elizabeth Rouse, Connie Scott, Randall Tate, Jessica Daniels proxy for Nikki Turner, and Elizabeth Wakefield.

June Minutes:

Minutes were approved with noted changes.

June Treasury:

Reported by Talvickeo Banks. Approved.

New Business:

- a. Randall Tate will pursue a cost estimate for future names on Distinguished Staff "100 Years" plaque. Suggestion of adding 10 names every decade, instead of waiting 100 years.
- b. Budget Priorities will be emailed to senators before the next meeting to discuss/revisit priorities that were submitted to administration in effort for everyone to be on the same page.
- c. Move In Day open discussion: Discussion on whether Staff Senate should have a group help with move in day, or set up a water station. Some senators were either already working move in weekend or had volunteered for other move in activities. If there is a need for an additional water station, an email will be sent out asking for volunteers.

Old Business:

- a. Angela Daniels asked for anyone that still wanted to set up a meeting with Lori or HR to stay after the Staff Senate meeting to come up with specific questions or issues to be addressed.
- b. Review of 2014-2015 Staff Senate appointments for Shared Governance Committee seats.
- c. Estimated date of October 6th for auction of additional Duck Dynasty items from the Staff Appreciation picnic. Proceeds from auction will go toward the Staff Senate Educational Stipend.

Report from the President: Email to Chancellor to look at possible changes in Shared Governance to make sure staff are well represented.

Open Discussion:

- a. Loretta Fulton asked for clarification on the balance of Santa's Wolves Agency account on the treasury report. Discussion tabled until next meeting as Treasurer Nikki Turner was not present. Nikki responded the following day with an email to all senators explaining the two accounts.
- b. The next meeting date is scheduled for September 17th in the Library Boardroom.

**Arkansas State University
Staff Senate Treasurer's Report
July 31, 2014**

Balances as of 31-July-2014

University E & G Accounts
Staff Senate - 1

		BeginningBalance	Debit/Credit	Remaining
	Balance Forward	\$2,675.00		
110000-120008-1630				<u><u>\$2,675.00</u></u>

Santa's Wolves Agency Account

	Balance Forward	\$942.93		
930002-390000-5000				<u><u>\$942.93</u></u>

ASU Foundation Accounts

Santa's Wolves

	Balance Forward	\$35,751.56		
	July Contributions		\$ 542.10	
200067				<u><u>\$36,293.66</u></u>

Staff Senate Discretionary

	Balance Forward	\$15,940.60		
			\$ -	
200069				<u><u>\$15,940.60</u></u>

Staff Senate Educational Assistance
230139

	Balance Forward	\$1,237.54		
	July Contributions		\$56.12	
				<u><u>\$ 1,293.66</u></u>

**Arkansas State University
Staff Senate Treasurer's Report
August 31, 2014**

Balances as of 31-August-2014

University E & G Accounts

Staff Senate - 1

110000-120008-1630

	BeginningBalance	Debit/Credit	Remaining
Balance Forward	\$2,675.00		
			<u><u>\$2,675.00</u></u>

Santa's Wolves Agency Account

930002-390000-5000

Balance Forward	\$942.93		
			<u><u>\$942.93</u></u>

ASU Foundation Accounts

Santa's Wolves

200067

Balance Forward	\$36,293.66		
August Contributions		\$ 274.17	
			<u><u>\$36,567.83</u></u>

Staff Senate Discretionary

200069

Balance Forward	\$15,940.60		
		\$ -	
			<u><u>\$15,940.60</u></u>

Staff Senate Educational Assistance

230139

Balance Forward	\$1,293.66		
August Contributions		\$28.06	
			<u><u>\$ 1,321.72</u></u>

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	Present									
Broadway	Paula	Present	Present	Proxy	N								
Brown	Steven	Present	Present	Proxy	o								
Carvell	Jon	Present	Present	Present									
Coggins	Robert	Present	Present	Present									
Coleman	Anthony	Present	Present	Present	M								
Cossey	Jeannie	Present	Present	Present	e								
Cox	Ellena	Proxy	Present	Present	e								
Crittenden	Tonya	Present	Present	Present	t								
Daniels	Angela	Present	Present	Present	i								
Davis	Debbie	Present	Proxy	Proxy	n								
Davis	Rodney Joe	Present	Absent	Present	s								
Eakins	Kasey	Present	Present	Present									
Forrest	Vera	Present	Present	Present									
Fulton	Loretta	Present	Present	Present									
Hampton	Brandy	Present	Present	Present	N								
Jones	Julie	Absent	Present	Present	o								
Locke	Terry	Present	Present	Present									
McCain	Carla Marie	Present	Present	Proxy	M								
Novalick	Jennifer	Present	Present	Proxy	e								
Phillips	Hope	Present	Present	Present	e								
Ponce	Carolyn Ann	Proxy	Present	Present	t								
Rouse	Elizabeth	Absent	Absent	Present	i								
Scott	Connie	Absent	Present	Present	n								
Tate	Randall	Present	Present	Present	s								
Turner	Nikki	Present	Absent	Proxy									
Wakefield	Elizabeth	Proxy	Present	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 Debbie Davie - Lout Adams Ray; Paula Broadway - Laken Daniels; Steven Brown - Nick Wallace; Calra McCain - Rebecca Bridges; Jenniver Novalick - Gail Rasberry
- Aug-14 No Meeting
- Sep-14
- Oct-14
- Nov-14
- Dec-14
- Jan-15
- Feb-15
- Mar-15
- Apr-15

Arkansas State University - Jonesboro

Effective Date: 08/01/10

Number: 03-05

Section: Administration

Subject: Smoking of Tobacco Products

Smoking is prohibited on [the campuses of](#) state-supported institutions of higher education in accordance with [Arkansas Act 734, A.C.A 6-60-801, et. seq.](#), known as the Clean Air on Campus Act. Smoking is defined as inhaling, exhaling, burning, or carrying any of the following: (a) lighted tobacco products, including cigarettes, cigars, and pipes; and (b) other lighted combustible plant material. [Arkansas State University-Jonesboro also bans smokeless tobacco and all vaping devices including electronic cigarettes.](#) This [Act prohibition](#) covers all buildings and property of Arkansas State University. This operating procedure sets out the enforcement procedures which will be followed by the University.

Compliance

It is the responsibility of all members of the ASU community and visitors to comply with the Clean Air on Campus Act [and Jonesboro Operating Procedures](#). Violations will be dealt with in a manner that is consistent with the law and university procedures. There will be no reprisals against anyone reporting violations of the Act.

Enforcement of Clean Air on Campus Act [and Jonesboro Operating Procedure](#)

1. Anyone observed violating or suspected of being in violation of the Clean Air on Campus Act [or Jonesboro Operating Procedure](#) may initially be given a respectful verbal warning.
2. If university police determine that an offense has occurred, an officer will issue a written warning. This will allow the violator to review the Act [and Operating Procedure](#) and adhere ~~to it~~ [them](#) in the future. In addition to the written warning, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.
3. University police will issue a citation to District Court on the second or subsequent offense. In addition to the citation, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.

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Approved by Chancellor's Executive Council – 07/26/10

Reviewed on 07/09/13.

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>14FA-01</u>			Date Received: <u>September 8, 2014</u>		
4	Smoke Free Campus Policy			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue?			2 Days	3 Days	5 Days
6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SGOC Establish Disposition	Due By:	Due By:	Due By:
7	Responsible Assigned Committee:			9/10/2014		
8	Building and Grounds Committee		SGOC Forward to Responsible Committees and SGCs	2 Days	3 Days	5 Days
9	Type of Review:			Due By:	Due By:	Due By:
10	<input checked="" type="checkbox"/> Expedited			9/12/2014		
11	<input type="checkbox"/> Full		SGCs Send Comments to Responsible Committee	7 Days	14 Days	21 Days
12	<input type="checkbox"/> Extended			Due By:	Due By:	Due By:
13	Handbook Issue: <input type="checkbox"/> Yes <input type="checkbox"/> No		Responsible Committee Prepare Final Draft Send to SGOC	9/23/2014		
14	Constituency Groups:			7 Days	14 Days	21 Days
15	<input checked="" type="checkbox"/> Faculty Senate	Approve		Due By:	Due By:	Due By:
16	<input checked="" type="checkbox"/> Staff Senate	Y/N	SGOC Sends Final Draft to Constituency Groups for Final Up/Down Vote	2 Days	3 Days	5 Days
17	<input checked="" type="checkbox"/> Dean's Council			Due By:	Due By:	Due By:
18	<input checked="" type="checkbox"/> Chair's Council		Consistency Groups Vote & Notify SGOC	10/6/2014		
19	<input checked="" type="checkbox"/> SGA			7 Days	14 Days	21 Days
20	<input checked="" type="checkbox"/> GSC			Due By:	Due By:	Due By:
21	<input type="checkbox"/> Vice Chancellor(s)		SGOC Tally Votes & Sends Final Report	10/15/2014		
22	Notes:			2 Days	3 Days	5 Days
23				Due By:	Due By:	Due By:
24			Chancellor Review & Response	10/17/2014		
25				10 Days	10 Days	10 Days
26				Due By:	Due By:	Due By:
27				10/31/2014		
28						

PRT Procedures Changes

Proposed Change to ASU Faculty Handbook of Policies and Procedures

Promotion, Retention, and Tenure Committee Procedure

Submitted to the ASU Shared Governance Oversight Committee (SGOC)

February 7, 2014

By the College of Education and Behavioral Science PRT Committee 2013-2014

Members of the Committee: Dr. John D. Hall, Chair; Dr. Ron Towery; Dr. Paul Finnicum, and Dr. Amany Saleh.

Rational for the Proposed Change

Given the current language in the ASU Faculty Handbook of Policies and Procedures (2006) in section IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures page 77 paragraph three it is possible for a pre-tenured faculty member to never see the annual written recommendations regarding retention that are forwarded by the department PRT Committee to the department chair. Similarly, it is also possible for a pre-tenured faculty member to never see the annual written recommendations regarding retention that are forwarded by the department chair to the college PRT Committee or to the dean. The proposed language requires the department chair to have the pre-tenured faculty member **initial copies of confirm through email verification that they did indeed receive of receipt** both the department PRT Committee's written recommendations and the chair's recommendations **to indicate the pre-tenured faculty member has received these recommendations** prior to them being sent on to either the college PRT Committee or the dean. It also calls for the chair to provide copies of these written recommendations to the pre-tenured faculty member. Unlike the current procedure these procedures ensure that the pre-tenured faculty member receives this critical feedback specific to retention.

Existing ASU Faculty Handbook of Policies and Procedures Page 77 Paragraph Three Language:

IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures

IV.d.1. Department:

The department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the college PRT Committee or to the dean as determined by college procedures.

Proposed ASU Faculty Handbook of Policies and Procedures Page 77 Paragraph Three Language (changes are in red):

IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures

IV.d.1. Department:

“The department PRT Committee will review annually the progress towards tenure of **all** pre-tenured faculty and will prepare written recommendations regarding retention that will be **copied (CC) and delivered by email to the pre-tenured faculty member and also** forwarded to the department chair.

If the written recommendations are delivered by email attachment to the pre-tenured faculty member rather than in hard-copy format The email must contain a request for email verification of receipt that is printed and placed in the faculty member’s personnel file. The chair will review the retention recommendations and add his or her own recommendations. ~~The chair will then have the pre-tenured faculty member initial copies of both the department PRT Committee’s written recommendations and the chair’s recommendations to indicate the pre-tenured faculty member has received these recommendations. The chair will then provide the pre-tenured faculty member with copies of these recommendations. The recommendations will then be sent to the college PRT Committee or to the dean as determined by college procedures.”~~

Note: **Red is original proposed language. Double strikethrough is recommended delete text**

from UPRTC. Blue is UPRTC suggested language or similar language. Yellow is Dr. Hall’s attempt to address language and procedural concerns with the UPRTC edit.

That is the report to the responsible committee to the SGOC.

Respectfully submitted,

Roy Aldridge
Chair, UPRTC

DISPOSITION

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>14SP-02</u>			Date Received: <u>February 10, 2014</u>		
4	Proposed PRT changes to Faculty Handbook			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue?			2 Days	3 Days	5 Days
6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
7	Responsible Assigned Committee:				2/13/2014	
8	Unit Promotion Retention & Tenure C			2 Days	3 Days	5 Days
9	SGOC Establish Disposition			Due By:	Due By:	Due By:
10	Type of Review:				2/18/2014	
11	<input type="checkbox"/> Expedited			7 Days	14 Days	21 Days
12	<input checked="" type="checkbox"/> Full			Due By:	Due By:	Due By:
13	<input type="checkbox"/> Extended				3/10/2014	
14	Handbook Issue: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			7 Days	14 Days	21 Days
15	Constituency Groups:			Due By:	Due By:	Due By:
16	<input checked="" type="checkbox"/> Faculty Senate				4/4/2014	
17	<input type="checkbox"/> Staff Senate			2 Days	3 Days	5 Days
18	<input checked="" type="checkbox"/> Dean's Council			Due By:	Due By:	Due By:
19	<input checked="" type="checkbox"/> Chair's Council				4/9/2014	
20	<input type="checkbox"/> SGA			7 Days	14 Days	21 Days
21	<input type="checkbox"/> GSC			Due By:	Due By:	Due By:
22	<input type="checkbox"/> Vice Chancellor(s)				4/29/2014	
23	Notes:			2 Days	3 Days	5 Days
24				Due By:	Due By:	Due By:
25					5/2/2014	
26				10 Days	10 Days	10 Days
27				Due By:	Due By:	Due By:
28					5/16/2014	

*Expedited Review
Staff Senate - N.*

Date: February 11, 2014 Revised August 26, 2014 Hall

Sponsor/Proposer: ASU Faculty Senate

Issue: Revised guidelines for the selection of Academic Chairs, Academic Deans, Academic Vice-Chancellors (Vice-Chancellor for Academic Affairs including Provost), and Chancellors

Rational: To clarify the processes for internal and academic searches

Existing ASU Faculty Handbook Language**II.f. Selection of Department Chairs and College Deans**

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be determined by consultation between the dean and the Executive Vice Chancellor and Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Executive Vice Chancellor and Provost and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Executive Vice Chancellor and Provost for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. When screening has been completed, the committee should consult with the dean or Executive Vice Chancellor and Provost for chair and dean positions to determine which candidates should be invited for interviews. Candidates will reflect racial, ethnic and gender diversity.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Executive Vice Chancellor and Provost as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

Proposed ASU Faculty Handbook Language

II.f. Selection of Department Chairs and Academic Deans

Internal Search:

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a recommendation to the Vice Chancellor and Provost. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

Existing ASU Faculty Handbook Language

II.g. Selection of the Executive Vice Chancellor and Provost

When the position of Executive Vice Chancellor and Provost is to be filled, the Chancellor will make the appointment after consultation with representatives from the faculty, academic administrators, academic support staff, and students. Candidates for the position will reflect racial, ethnic, and gender diversity.

Proposed ASU Faculty Handbook Language

II.g. Selection of the Vice Chancellor and Provost

When the position of the Vice Chancellor and Provost is to be filled a determination of whether an external search or an internal appointment will be made by the Chancellor following consultation with the representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost. Candidates for the position should reflect racial, ethnic, and gender diversity. The Chancellor will make the appointment.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s). Efforts should be made to ensure that the candidate pool reflects racial, ethnic and gender diversity.

Faculty members and members of appropriate constituency groups should be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

ADC has approved the proposal with the following recommendations for edits.

- 1) **II f second paragraph**---remove entire paragraph. “The search committee will make its recommendations.....” (not necessary for an internal search)
- 2) **II g**---Revise language on diversity to read, “Efforts should be made to ensure that the candidate pool reflects racial, ethnic and gender diversity”.
- 3) **II g** ---In the fourth paragraph remove entire sentence beginning “in most instances”..... (predictive language that has no meaningful contribution to the proposal).

If you have questions, let me know. Thanks, Susan

ASU System Policy

Field Code Changed

Effective Date: December 7, 2012

Subject: Patents

1. Purpose

Arkansas State University will secure ownership of and protect both the Originator's and the University's interests in patentable inventions or discoveries.

2. Definitions.

- A. **Arkansas State University.** Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.
- B. **Originator.** Originator means any ASU employee or student who in the course of Scholarly Production makes an invention or discovery that is subject to being patented.
- C. **Scholarly Production.** Scholarly Production means any research, creative activity, or development activity which is directly related to the duties and responsibilities for which an employee or student has been compensated by or through ASU or for which the employee or student makes more than incidental use of facilities owned, operated, or controlled by ASU to create the Scholarly Production. The receipt of student financial aid, except for financial aid provided for the purpose of conducting research, creative activity, or development activity, does not constitute student compensation.
- D. **Incidental Use.** Incidental use means occasional utilization of University facilities for limited amounts of time. The use of routinely available office equipment, including computers and commercially available software, and routinely available reference materials constitutes incidental use when used occasionally for limited amounts of time.

- E. **Patent.** Patent means that bundle of legal rights which protect inventions or discoveries.
- F. **Patentable Inventions or Discoveries.** Patentable Inventions or Discoveries shall be defined as set out in the current United States Code. Patentable Inventions or Discoveries include any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.
- G. **Moment of Creation.** Moment of creation means that point in time when a Patentable Invention or Discovery is first conceived or recognized by the Originator.
- H. **Royalty-Free License.** Royalty-Free License means a non-exclusive, nontransferable license for ASU's unrestricted use of the Patentable Invention or Discovery for noncommercial educational or research activities, the license being without royalty payments.
- I. **Net –Income.** Net –Income means the gross income received by the owner of the patentable invention or discovery less the costs for commercialization, patenting, licensing, or obtaining legal protection for the invention or discovery. Salaries or overhead for the Originator or any staff shall not be deducted when calculating Net Income.
- J. **Sponsored Research.** Sponsored Research means Scholarly Production for which ASU has received external or provided internal monetary support.
- K. **Facilities.** Facilities means buildings, equipment, software, reference materials, or other resources provided for the use of students, faculty, and staff but not generally available to the public.

3. **Arkansas State University Patent Policy**

Arkansas State University is committed to securing immediate ownership Patentable Inventions or Discoveries created by employees and students the course of their Scholarly Production at the University. ASU will work

with the Originator to commercialize Patentable Inventions or Discoveries to the mutual benefit of the Originator, ASU, and the public. In order to insure that ASU is granted immediate ownership, Originators, as a condition of employment or enrollment, do hereby make an immediate assignment of all ownership rights in Patentable Inventions and Discoveries to ASU effective at the moment of creation. To document the immediate assignment required by this policy, Originators also execute a Written Assignment as set out below.

4. **Process**

A. **Written Assignment**

As a condition of employment or enrollment, employees and students will confirm in writing at the time of Disclosure their immediate assignment as an Originator of all Patentable Inventions or Discoveries to ASU effective at the moment of creation.

B. **Disclosure**

All Originators shall furnish a full and complete disclosure of any Patentable Invention or Discovery immediately after the moment of creation to the office designated by the chancellor of that campus to manage research and technology transfer.

C. **Review of Disclosures**

Each chancellor shall designate a person responsible on that campus for reviewing disclosures who will recommend one of three possible actions following his or her review. ASU may:

1. Retain all ownership rights and develop the Patentable Invention or Discovery for commercialization at ASU's discretion;
2. Assign all rights to the Originator but retain a Royalty-Free License; or
3. Assign all rights to the Originator.

D. Development.

The owner of the Patentable Invention or Discovery bears the responsibility and financial burden of developing and marketing the invention or discovery and all legal fees and other costs related to obtaining and maintaining patent protection, unless otherwise negotiated.

If ASU does not furnish notice of intent to retain ownership rights of the Patentable Invention or Discovery within ninety (90) days after disclosure, the Originator may request that ASU transfer -its rights subject to the retention of a Royalty-Free License or assign all rights to the Originator. ASU shall respond within thirty (30) days to the request of the Originator designating which of the three actions in 4.C. will be taken.

If ASU does not file a provisional patent within one (1) year of furnishing notice of intent to retain ownership rights of the Patentable Invention or Discovery, ASU shall assign all rights to the Originator if the Originator so requests.

If ASU chooses to patent an invention or discovery but takes no steps within two (2) years of disclosure to develop the invention or discovery commercially, the Originator may request that ASU transfer its rights subject to the retention of a Royalty-Free License or assign all rights to the Originator. ASU shall respond within thirty (30) days to the request of the Originator designating which of the three actions in 4.C. will be taken.

E. Distribution of Income

In consideration of the provision of facilities or compensation by ASU to allow Originators to create Patentable Inventions or Discoveries and in consideration of disclosure and immediate assignment of Patentable Inventions or Discoveries by Originators to ASU, Net -Income from the commercialization of a Patentable Invention or Discovery will be distributed as follows:

1. For the first ten thousand dollars (\$10,000.00) of Net Income, the Originator, Originator's heirs, successors, or designee shall receive eighty-five percent (85%) of that Net Income with the remaining fifteen percent (15%) belonging to the ASU campus at which the Originator is or was employed or enrolled.
2. Once the ten thousand dollar (\$10,000.00) plateau has been reached, Net Income up to two million dollars (\$2,000,000.00) will be divided fifty percent (50%) to the Originator, Originator's heirs, successors, or designee with fifty percent (50%) belonging to the ASU campus at which the Originator is or was employed or enrolled.
3. Once the two million dollar (\$2,000,000.00) plateau has been reached, Net Income will be divided forty percent (40%) to the Originator, Originator's heirs, successor, or designee with sixty percent (60%) belonging to the ASU campus at which the Originator is or was employed or enrolled.

Net Income will be distributed on an annual basis with payments being made within sixty (60) days after the end of a calendar year in which Net Income from the invention or discovery have accrued.

F. Sponsored Research

Rights to Patentable Inventions or Discoveries produced as a result of Sponsored Research, including research sponsored by the Arkansas State University Research and Development Institute, Inc., are determined by the contractual or grant agreements negotiated between ASU and the sponsor.

Federal law controls the disposition of inventions or discoveries made while utilizing federal funds. ASU must comply with all federal laws and agency regulations regarding ownership of inventions or discoveries, including obtaining immediate assignment of ownership rights from the Originator.

(Adopted by the Arkansas State University Board of Trustees on _____
_____, 2014, Resolution _____, Supercedes the December 7, 2012,
Resolution 12-_____. This policy supercedes all sections addressing Patents in
the System Intellectual Property Policy adopted on February 25, 2005. All
remaining sections of the System Intellectual Property Policy continue in full
force)

**RELEASE AND ASSIGNMENT OF PATENTABLE INTELLECTUAL PROPERTY,
PATENT(S), APPLICATION(S) AND INVENTION(S)**

This Release and Assignment of Patentable Intellectual Property, Patent(s), Application(s) and Invention(s) is executed by and between Arkansas State University – Jonesboro, an institution of higher education and an agency of the State of Arkansas, and _____ (“Assignor”). This Release and Assignment of Patentable Intellectual Property, Patent(s), Application(s) and Invention(s) shall be effective upon the date executed, as noted by the date of the last signature below. The parties state and agree as follows:

1. In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in compliance with the Arkansas State University System Policy on Patents, Assignor hereby assigns, transfers and conveys to Arkansas State University - Jonesboro, and to its successors, assigns and legal representatives (collectively, “Assignee”) all of Assignors’ right, title and interest in and to the following:

- a. The invention or discovery disclosed on ____ (date)_____, described as _____ (name)_____ (“Subject Invention”).
- b. U.S. Patent No. _____ (if applicable);
- c. The invention(s) described in and protected by said application(s) and patent(s), including (without limitation) any improvement(s) thereof (collectively the “Inventions”); and
- d. All other rights and property arising out of or related to any of the above, including (without limitation) any and all divisional applications, continuation applications, continuation-in-part applications, continued prosecution applications, substitute applications, renewal applications, reissue applications, reexaminations, extensions and all other related matters in the patent office of the United States or any foreign country.

2. Assignee may apply for and receive one or more patents for the Inventions in Assignee’s own name; when requested, Assignor will cooperate (without charge, but at Assignee’s expense) in the prosecution of any such application, including (without limitation) executing all declarations, assignments, power of attorneys and other papers, communicating to Assignee all facts known to Assignor relating to the Inventions, and generally assisting Assignee in securing and maintaining patent protection for the Inventions and vesting title therein with Assignee.

Date

(Originator Name)

ACKNOWLEDGMENT

COUNTY OF _____)

STATE OF _____

)
)

On this ____ day of _____, 2014, before me personally appeared _____, to me known to be the person described hereinabove who executed the foregoing Assignment, and who acknowledged to me that she executed the same for the reasons and purpose therein set forth.

My Commission Expires:

Notary Public

Staff Senate Appointments for Shared Governance Committee Seats 2014-2015

Yellow = Open Committee Seats (working on these appointments)

SGOC Committees	Name	Term Ends	Term Length
SGOC	Randall Tate	2015	3
SGOC	Talvickeo Banks	2016	3
SGOC	Jon Carvell	2017	3
SGOC	Dave McKinney	2017	3

Academic Governance Committees

Academic Calendar Committee	Karen Baker	2015	3
Academic Calendar Committee	Sheryl Pucket	2016	3
Library Committee	Patricia Glascock	2016	3
Library Committee	Jennifer Jasinski	2016	3

Institutional Governance Committees

Buildings, Grounds and Facilities Committee	Kirk Hicks	2015	3
Buildings, Grounds and Facilities Committee	David Hicks	2015	3
Computers and Technology Committee	Carolyn Pounce	2015	3
Computers and Technology Committee	Jason Crittenden	2014	3
Development, Communications, and Alumni	Kasey Eatkins	2015	3
Development, Communications, and Alumni	Rodney Davis	2017	3
Disability Services Committee	Vera Forrest	2017	3
Disability Services Committee		2016	3
Disability Services Committee	Steve Leslie	2015	3
Disability Services Committee	Daniel Kopp	2016	3
Employee Benefits Committee	Janet Moore	2016	3
Employee Benefits Committee	Robert Coggins	2017	3
Employee Benefits Committee		2017	3
Employee Benefits Committee		2017	3
Employee Benefits Committee (Retired)		2017	3
Employee Benefits Committee (Retired)		2017	3
Intercollegiate Athletics Committee	Angela Daniels	2015	3
Intercollegiate Athletics Committee	Randall Tate	2017	3
International Students and Scholars Committee	Tonya Crittenden	2017	3
International Students and Scholars Committee	Chris Boothman	2015	3

Parking and Motor Vehicle Committee	Kelly Tuttle	2016	3
Parking and Motor Vehicle Committee	Sandra Sherman	2015	3
Parking and Motor Vehicle Committee	Elizabeth Wakefield	2016	3
University Diversity and Affirmative Action Committee	Laura Surdyk	2017	3
University Diversity and Affirmative Action Committee	Angela Daniels	2015	3
University Diversity and Affirmative Action Committee		2017	3
University Diversity and Affirmative Action Committee		2017	3
University Diversity and Affirmative Action Committee	Anthony Coleman	2016	3
Staff Hearing Committee	Donna McMillin	2015	2
Staff Hearing Committee	Lola Langley	2015	2
Staff Hearing Committee	Randy Martin	2015	2
Staff Hearing Committee	Cassey Tune	2015	2
Staff Hearing Committee	Polly Marshall	2015	2
Staff Hearing Committee	Jerrold Long	2015	2
Staff Hearing Committee	Dianna Long	2015	2
Staff Hearing Committee	Joyce Jaynes	2015	2
Staff Hearing Committee	Darryl Brotemarkle	2015	2
Staff Hearing Committee	Helen McCoy	2015	2
Staff Hearing Committee	Jimmy Rousseau	2015	2
Staff Hearing Committee	Dena Bolar Graves	2016	2
Staff Hearing Committee	Brandy Hampton	2016	2
Staff Hearing Committee	Kathy Hicks	2016	2
Staff Hearing Committee	Michelle Harvey	2016	2
Staff Hearing Committee	Talvickeo Banks	2016	2
Staff Hearing Committee	Laquita Austin	2016	2
Staff Hearing Committee	Kim Parker	2017	2
Staff Hearing Committee	Joyette White	2017	2
Staff Hearing Committee		2017	2
Staff Hearing Committee		2017	2