

STAFF SENATE MEETING AGENDA
Wednesday, November 19, 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. Affirmative Action
 - b. Educational Stipend Committee
 - c. Election Committee Calendar
5. Old Business
 - a. Distinguished Staff wall plaque cost and ad hoc committee update
 - b. Constitution and bylaws discussion and vote
6. Report from the President
7. Open discussion
8. Announcements and Reminders
 - a. December meeting update

Arkansas State University
Staff Senate Meeting
October 15, 2014

The Arkansas State University Staff Senate met on Wednesday, October 15th, 2014, in the Boardroom, 8th Floor of Library on the ASU-Jonesboro campus. Staff Senate President, Angela Daniels called the meeting to order at 2:04p.m.

In attendance: Talvickeo Banks, Paula Broadway, Woody Haynes proxy for Steven Brown, Jon Carvell, Ronnie Gilley proxy for Robert Coggins, Anthony Coleman, Shya Washington proxy for Ellena Cox, Tonya Crittenden, Angela Daniels, Debbie Davis, Kasey Eakins, Vera Forest, Loretta Fulton, Brandy Hampton, Terry Locke, Carla McCain, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Connie Scott, Randall Tate, Nikki Turner, and Joyce Mann proxy for Elizabeth Wakefield.

September Minutes:

Minutes were approved; motion made by Anthony Coleman to accept minutes with corrections, second by Loretta Fulton.

September Treasury:

Treasury report by Nikki Turner. The new letterhead and envelope order was the minimum quantity that could be ordered. New name plates will be ordered for Debra Wright and Brandy Hampton. Motion to accept report made by Tonya Crittenden, second by Anthony Coleman.

New Business:

- a. Bylaws Committee update – Nikki Turner presented proposed changes to the Staff Senate Bylaws. The committee met seven times to discuss needed changes to bring bylaw document up to date. They met with past Staff Senate presidents on two different occasions to collaborate on suggestions and road blocks they encountered in the past. The committee worked through each section of the bylaws and made necessary changes. Copies of the proposed bylaw document were provided to senators. Senators were asked to email Nikki Turner if they had any specific questions. Some of the discussed changes included:
 - Splitting out constitution from bylaws. The constitution defines who we are, whereas the bylaws define how we operate. Any changes to the constitution must go to the Chancellor for review after passing a two-thirds majority vote from Staff Senate. Bylaw changes are internal and only have to pass two-thirds majority vote from Staff Senate.
 - Membership updates were changed to benefitted employees only. EEO 10 is being combined with EEO 30.
 - Updated officer job duties to match current responsibilities.
 - Senator vacancy explained in more detail.
 - Election process updated to match procedures. Moved dates back to allow new senators to attend a meeting before new officers are elected, so they can be more involved in the process. An election committee was added to the standing committees. Randal Tate, Brandy Hampton, and Tonya Crittenden will serve as committee members. Election calendar dates will be presented at the November or January meeting.

- b. Insurance Update – Changes are expected, but nothing official has been announced. Some of the items that may have changes are:
- Pharmacy/Rx Tier 4 to possibly be added
 - Possible increase in copay from \$30 to \$35; possible ER copay as well – no amount known at this time.
 - Increase in premium across all categories
 - Benefits Fair will be held October 30th. Changes will be available by that date.
 - Open discussion on topics of grandfather status, spouse coverage when insurance is offered by their employer.
- c. Faculty & Staff Appreciation Day – A few changes were made this year. Instead of having a tent with food from Sodexo, concession tickets would be included in the game ticket price. Howl and Scarlet will be available for pictures along with punch and cookies at the Cooper Alumni Center prior to the football game. Sweatshirts were made available to purchase along with t-shirts this year. It was mentioned that Julie Wyatt did a great job of making changes to the event this year. Deadline to place orders is October 24th.

Old Business:

- a. Distinguished Staff wall plaque update – Proposed that Staff Senate should match Faculty Senate by adding five names every five years. Loretta Fulton moved to continue to pursue cost for plaque updates; second by Hope Phillips.
- b. SGOV Proposal Vote – Open discussion on Smoke Free Campus Policy. Questions of who would enforce the new changes and details on how were we out of compliance with the current policy were asked. Randall Tate motioned to hold a roll call vote; second by Anthony Coleman. Passed. Yes-17, No-6, Abstain/Absent-4. Open discussion on Selection of Academic Administrators Policy. Roll call vote motion made by Talvickeo Banks; second made by Terry Locke. Rejected as presented, with notes of inconsistency in wording. Yes-7, No-12, Abstain/Absent-8.
- c. Duck Dynasty silent auction for late arrival on Staff Appreciation Picnic. Autographed duck call and mug will be posted on Daily Digest. Angela Daniels looking into free software to provide online bidding.

Report from the President: Enrollment numbers were down overall, but incoming freshman numbers were up. Retention rates and cost savings are top items of discussion. Statistics show that we will lose one out of every four freshman. Exact impact of this to the budget is not yet known.

Open Discussion:

- a. Loretta Fulton shared a concern from a constituent about abuse of wellness/fitness release. It was determined that this was a supervisory issue and not a matter for Staff Senate.
- b. Hope Phillips asked if anyone knew the status of the HP printer toner tagging project.
- c. Issues and complaints of the new travel and expense application were discussed. Most complaints were about the pickiness of capitalization, punctuation, and specific grammar in the description of requisitions and authorizations.
- d. The next meeting date is scheduled for November 19th in the Library Boardroom.
- e. Motion to adjourn was made by Anthony Coleman at 3:20; second by Loretta Fulton.

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

Balances as of 31-October-2014

University E & G Accounts

Staff Senate - 1

110000-120008-1630

	BeginningBalance	Debit/Credit	Remaining
Balance Forward	\$2,470.00		
Staff Senate Shirts		\$ (738.86)	
			<u><u>\$1,731.14</u></u>

Santa's Wolves Agency Account

930002-390000-5000

Balance Forward	\$942.93		
P-Card purchase (Caramel)		\$ (119.03)	
			<u><u>\$823.90</u></u>

ASU Foundation Accounts

Santa's Wolves

200067

Balance Forward	\$37,146.27		
October Contributions		\$ 823.06	
			<u><u>\$37,969.33</u></u>

Staff Senate Discretionary

200069

Balance Forward	\$16,240.60		
September donation transferred to Educational Assistance		\$ (300.00)	
			<u><u>\$15,940.60</u></u>

Staff Senate Educational Assistance

230139

Balance Forward	\$1,380.01		
September donation put in Discretionary Account		\$ 300.00	
October Contributions		\$ 64.62	
			<u><u>\$1,744.63</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		Present	Present						
Broadway	Paula	Present	Present	Proxy	N	Present	Present						
Brown	Steven	Present	Present	Proxy	o	Present	Proxy						
Carvell	Jon	Present	Present	Present		Present	Present						
Coggins	Robert	Present	Present	Present		Present	Proxy						
Coleman	Anthony	Present	Present	Present	M	Present	Present						
Cossey	Jeannie	Present	Present	Present	e	Absent	Absent						
Cox	Ellena	Proxy	Present	Present	e	Present	Proxy						
Crittenden	Tonya	Present	Present	Present	t	Present	Present						
Daniels	Angela	Present	Present	Present	i	Present	Present						
Davis	Debbie	Present	Present	Proxy	n	Present	Present						
Davis	Rodney Joe	Present	Absent	Present	g	Proxy	Absent						
Eakins	Kasey	Present	Present	Present		Present	Present						
Forrest	Vera	Present	Present	Present		Present	Present						
Fulton	Loretta	Present	Present	Present	N	Present	Present						
Hampton	Brandy	Present	Present	Present	u	Present	Present						
Locke	Terry	Present	Present	Present		Present	Present						
McCain	Carla Marie	Present	Present	Proxy		Present	Present						
Novalick	Jennifer	Present	Present	Proxy	M	Present	Present						
Phillips	Hope	Present	Present	Present	e	Present	Present						
Ponce	Carolyn Ann	Proxy	Present	Present	e	Present	Present						
Rouse	Elizabeth	Absent	Absent	Present	t	Present	Absent						
Scott	Connie	Absent	Present	Present	i	Present	Present						
Tate	Randall	Present	Present	Present	n	Present	Present						
Turner	Nikki	Present	Absent	Proxy	g	Proxy	Present						
Wakefield	Elizabeth	Proxy	Present	Present		Present	Proxy						
Wright	Debra					Present	Absent						

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 Raspberry
- Aug-14 No Meeting
- Sep-14 Nikki Turner - Jessic Daniels; Rodney Davis - Mia Sheppard
- Oct-14 Steven Brown - Woody Haynes; Robert Coggins - Ronnie Gilley; Ellena Cox - Shae Washington; Elizabeth Wakefield - Joyce Mann
- Nov-14
- Dec-14
- Jan-15
- Feb-15
- Mar-15
- Apr-15

Fact Sheet: Disclosing Your Status as a Protected Veteran and/or an Individual with a Disability

- 2014 brought about several changes to federal regulations for contractors that require ASU, a federal contractor, to make some mandatory updates to comply with these regulatory changes; one of those requirements being that we invite all employees to voluntarily self-identify as a protected veteran and/or individual with a disability.
- There is a big push by the Office of Federal Contract Compliance Programs (OFCCP) to ensure that contractors are recruiting, hiring and retaining qualified individuals with a disability and protected veterans; ASU needs accurate data to ensure it is meeting its federal contractor reporting obligations.
- A survey invite was sent out on October 1st inviting all ASU employees to update their disability status; this invitation is still open (and will remain open)
- An additional survey invite will be sent out in the coming weeks inviting all ASU employees to update their protected veterans status as well
- The invite also serves as a reminder that qualified individuals may request a reasonable accommodation, should they need one
- Completing the surveys is voluntary, but the survey data allows ASU to monitor and improve its placement, retention, and promotion practices
- Completing the disability survey will help ASU capture data on employees who become disabled while employed, as well as those with existing disabilities who may feel more comfortable self-identifying once they have been employed for some time
- Completing the disability survey will help ASU identify where individuals with a disability are located on campus in case of an emergency or evacuation and allocate resources to assist them
- Even if the employee is not a protected veteran or individual with a disability, they should still complete the quick survey by selecting among the other disclosure options (ex. I am not a protected veteran, I do not have a disability or I choose not to disclose)
- All self-identification information will be kept confidential
- A disclosure can be made, or updated, at any time during employment

Recruitment and Referral Resources for Companies

Companies can use many resources to assist them with recruiting and hiring individuals with disabilities. Examples include:

- **Disability.gov** This federally sponsored website provides information on disability-related programs, services, laws and benefits. The Employer Resources section of the website includes information about recruiting, hiring and retaining people with disabilities.
www.disability.gov/employment
- **Job Accommodation Network (JAN)** JAN is a source of free, expert and confidential guidance on workplace accommodations and disability employment issues.
www.askjan.org
- **Employer Assistance Resource Network (EARN)** Sponsored by the Department of Labor's Office for Disability Employment Rights (ODEP), EARN supports employers in recruiting, hiring, retaining and advancing qualified individuals with disabilities.
www.askearn.org



For more information

Contact OFCCP for more information about its enforcement program, issues related to federal contractors' Equal Employment Opportunity and affirmative action obligations, and how to file a complaint.



Visit OFCCP's website at

www.dol.gov/ofccp

Call OFCCP's toll free Help Desk at:

1-800-397-6251

Contact an OFCCP office in your local area, the office listing is available online at

www.dol.gov/ofccp/contacts/ofnation2.htm

Please note that this brochure provides general information, it is not intended to substitute for the actual law and regulations regarding the program described herein.



U.S. Department of Labor, **OFCCP**
200 Constitution Avenue, NW | Room C-3325 | Washington, D.C. 20210
phone 1-800-367-6251 | fax 202.693.1304 | TTY 202.693.1337
01/12

U.S. DEPARTMENT OF LABOR
**OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS**

Disability Rights

SECTION 503 OF THE REHABILITATION
ACT OF 1973
(SECTION 503)



What is the Law?

Section 503 of the Rehabilitation Act of 1973 prohibits employment discrimination and requires affirmative action in all employment practices for qualified individuals with disabilities. It applies to federal contracts and subcontracts: 1) valued at more than \$10,000; or 2) for an indefinite quantity (unless the amount in any year under such contract will not exceed \$10,000).

Who is Covered by this Law?

Section 503 of the Rehabilitation Act applies to all applicants and employees of companies doing business with the Federal government.

Individuals with disabilities cannot be harassed, demoted, terminated, paid less, or treated poorly because of their disability.

How is "Disability" Defined?

You may be an individual with a disability if you have:

- a physical or mental impairment that substantially limits one or more of your major life activities; or
- a record or history of impairment.

You may also be an individual with a disability if you are "regarded" or looked upon as having an impairment, or a record or history of impairment.



What do I do if I Believe I'm Being Discriminated Against?

You may file a discrimination complaint by completing the online form available at <http://www.dol.gov/ofccp> or the hardcopy form available at all OFCCP offices. You may submit the form online through OFCCP's website, in person at the OFCCP office nearest you, or by mailing it to the OFCCP regional office nearest you.

Does this Law apply to all Companies?

No, this law only applies to companies with federal contracts and subcontracts valued at more than \$10,000.

What are the Company's Obligations?

Companies with federal contracts and subcontracts covered by Section 503 cannot discriminate against qualified job applicants and employees based on their disability. Companies must provide reasonable accommodations to allow employees with disabilities to perform their jobs, and applicants with disabilities to apply for positions unless doing so would cause a company significant difficulty or expense.

These companies must take affirmative action to hire and promote qualified individuals with disabilities. For example, Section 503 requires companies to take actions that include:

- Engaging in outreach; and
- Developing an affirmative action program (AAP).

A sample AAP is online at: www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf

How can Companies Recruit Individuals with Disabilities?

Companies doing business with the Federal government may use a variety of ongoing methods to recruit individuals with disabilities. Some examples of good practices include:

- Establishing a relationship with state vocational rehabilitation agencies to obtain a pool of job applicants.
- Establishing a relationship with state or local workforce agencies to participate in job fairs.
- Entering into partnerships with local community organizations.
- Engaging in recruitment activities with local educational institutions to reach students who are individuals with disabilities.
- Entering into mentoring programs that include individuals with disabilities.
- Publishing the Equal Employment Opportunity policy in newsletters, policy manuals, annual report, and other company publications.



Recruitment and Referral Resources for Companies

Companies doing business with the Federal government can use national, state and local referral sources to recruit veterans. Some examples of referral sources include:

- **HireVetsFirst** Developed by VETS, this is a comprehensive career website for hiring veterans. www.hirevetsfirst.dol.gov
- **VetSuccess** Administered by the Department of Veterans Affairs, this resource focuses on the employment of disabled veterans. www.vetsuccess.gov
- **One-Stop Career Centers or state and local workforce agencies** These resources have veteran representatives that can help employers find qualified applicants. A complete listing of state centers, including Puerto Rico, Guam and the U.S. Virgin Islands is online at www.servicelocator.org. To find your nearest center visit: www.servicelocator.org.
- **National Resource Directory** This website connects veterans and their families to a variety of organizations that have assistance programs specifically for veterans. www.nationalresourcedirectory.gov



For more information

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U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS

Protecting the Rights of America's Veterans

THE VIETNAM ERA VETERANS'
READJUSTMENT ASSISTANCE ACT
(SECTION 4212)



What is the Law?

The Vietnam Era Veterans' Readjustment Assistance Act (also known as Section 4212) prohibits employment discrimination and requires affirmative action in all employment practices for covered veterans.

Who is Protected by this Law?

Section 4212 applies to the following groups of veterans:

- Disabled Veterans;
- Recently Separated Veterans;
- Armed Forces Service Medal Veterans; and
- Other Covered Veterans.¹

What do I do if I Believe I'm Being Discriminated Against?

You may file a discrimination complaint by completing the online form available at <http://www.dol.gov/ofccp> or the hardcopy form available at all OFCCP offices. You may submit the form online through OFCCP's website, in person at the OFCCP office nearest you, or by mailing it to the OFCCP regional office nearest you. You may also file a complaint with the Veterans' Employment and Training Service (VETS) at DOL.

Does this Law apply to all Companies?

No, this law only applies to companies doing business with the Federal government with a federal contract(s) or subcontract(s) valued at \$100,000 or more.

¹ A veteran who served on active duty in the U.S. military during a war, or in a campaign or expedition for which a campaign badge was authorized.

What are the Company's Obligations?

Companies with federal contracts and subcontracts covered by Section 4212 cannot discriminate based on a person's status as a protected veteran. These companies must also take affirmative action to hire and promote qualified veterans. For example, Section 4212 requires companies to take actions that include:

- Engaging in recruitment outreach;
- Listing appropriate job opportunities with the local One-Stop Career Center; and
- Developing an affirmative action program (AAP).

A sample AAP is online at: www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf



Reporting Requirements

Federal contractors and subcontractors are required to report annually the number of employees in their workforces, by job category and hiring location as well as the number of new hires who are qualified covered veterans. This requirement is administered by the Veterans Employment and Training Services (VETS) at the Department of Labor and reporting is done on forms VETS-100 or VETS-100A. For more information visit VETS website at:

www.dol.gov/vets/programs/fcp/main.htm

How can Companies Recruit Veterans?

Companies doing business with the Federal government may use a variety of ongoing methods to recruit veterans.

Some examples of good practices include:

- Entering into a partnership with a local veterans' service organization;
- Establishing a relationship with the state and local workforce agency or One-Stop Career Center to help with the posting of employment opportunities and the referral of veterans to such job opportunities;
- Engaging in recruitment activities with local educational institutions to reach students who are covered veterans;
- Participating in veteran job fairs sponsored by state workforce agencies; and
- Publishing the EEO policy in newsletters, policy manuals, annual report, and other company publications.

