

Staff Senate Meeting Agenda
Wednesday January 17, 2018 @ 2:00pm
Mockingbird Room, Carl R. Reng Center

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Old Business
 - a. Rosemary Freer – Benefits Committee update
 - b. Misty Cureton – Stipend Committee update
5. New Business
 - a. Adrian Everett – Staff Senate 2018 Election of Senators
 - b. Nikki Turner – Concur Travel Software
6. Report from the President
7. Open Discussion
8. Announcements and Reminders
 - a. Next meeting is February 21st and will be located in the Mockingbird Room, Carl R. Reng Center

Arkansas State University

Staff Senate Meeting

November 15, 2017

DRAFT MINUTES

The Arkansas State University Staff Senate met on Wednesday, November 15, 2017 in the Mockingbird Room in the Carl R. Reng Center on the A-State Jonesboro campus. Staff Senate President, Hope Phillips, called the meeting to order at 2:02 pm.

In attendance: Nikki Adams, Spencer Bradley, Paula Broadway, Jon Carvell, Catrina Clark, Todd Clark (Absent), Shane Copeland (Absent), Misty Cureton, Timothy Cureton, Angela Daniels, Emily Devereux, Sharon Dollar, Traci Ellington, Adrian Everett, Rosemary Freer (Proxy Tiffany Johnson), Vickie Gilmer, Robert Gordon, Sharon Groves, Jeff Gulley, Deanna Harris, James Hart (Absent), Matt Huckaby, Jarrod Long, Joyce Mann, Randy Martin (Proxy Brian Shelton), Herbert Ogles (Absent), Hope Phillips, Sheryl Puckett, Wendy Stotts (Proxy Kimberly Winters), Natalie Turney (Absent), Tammy Webb, Scott Wheat

October Minutes:

With no changes to the September minutes Matt Huckaby made a motion to accept the minutes and Scott Wheat seconded, all approved.

October Treasury:

October Treasury report was presented by Sheryl Puckett. Jeff Gulley made a motion to accept the October Treasury report and Jon Carvell seconded, all approved.

Old Business:

Benefits Fair Follow Up

- Dennis Timms won the TV with 100 hours donated
- Great turn out of volunteers

Lil Bit of Christmas Follow Up

- Set-up/Take down – Sheryl and Hope thanked everyone that was able to volunteer to help and everything went well
- Caramel apples sold out both days
- Around \$1,300 in profit

Santa's Wolves Applications

- Purpose – the primary purpose is to help staff members but will also help faculty and students
 - If the employee has children they must be living in the home and under 18
- The reason for nominating an employee must be put on the application
- Employee has to be here at least 6 months
- The application is on the digest, website, and packet email announcement
- Santa's Wolves also helps throughout the year if the need arises

New Business:

Tara Thomason – Torchbearers

- Tara discussed what Torchbearer's are and why becoming a Torchbearer is important to the University
 - A decrease in public funding
 - Investors use the information as a way to determine how faculty and staff feel about what is going on at A-State
 - Leader in Sunbelt Alumni giving (10%)
 - Faculty/Staff giving is about 50%
- Ways to give
 - License plate - \$25 goes to the scholarship; \$10 to the Revenue Office
 - Payroll deduction
 - Fund raisers and phone a thons

Helen McCoy – Recycling

- Helen gave a presentation on recycling at A-State and the types of items that are accepted (and those that aren't)
 - Don't accept: glass, flower pots, pizza boxes/anything contaminated by food waste, Styrofoam products, straws (wrong kind of plastic), batteries (non-rechargeable)
 - Soup and other cans can be recycled if they are rinsed out (no cat food cans)
- There are public bins outside the FM gate if you don't have recycling options at home
- Check the website, <http://www.astate.edu/a/facilities/recycling/>, or call to find out if an item can be recycled
- The Recycling Center can also do small shredding jobs (3-4 boxes)
 - They look through some of the documents to make sure there is no Personally Identifiable Information first
- Call the Workorder Center to schedule pickup
- Hazardous Waste like aerosol/spray cans and old lights can be picked up – call Workorder Center

Misty Cureton – Education Stipend Information & Deadline

- Deadline is November 30th and Committee meets on December 7th to make a decision
- Currently have 4 applications, possible 5 if the student turns everything in on time

Jon Carvell – Emergency Procedures Update

- Jon gave a presentation on the updates to the Emergency Procedures
 - A Tornado Watch will now trigger personnel to open designated buildings as safe shelters before risk is high
- Severe Thunderstorm Watch
 - Jon provided the procedures for what to do during a Football game and that the safe shelter will be the new SAC building that can sustain 90 mph winds.
- He reviewed the fire drill that took place that morning in ABI and any drills done will have results posting through the Daily Digest.
- QuikTip – Will send GPS location and can take pictures and can text with the dispatcher; currently not working with iPhone iOS

SGOC Proposal 17FA-02-Book of Committees

- Discussion on purpose of the Book of Committees
 - Faculty Senate is cleaning up the Faculty Handbook and this has been a part of their handbook. Now it will be separate under SGOC. Possibly later once the Book of Committees is approved a review of the committees can be done to determine necessary changes/removals.
- On the cover page of the document reads “Board Approved September 15, 2017” which should be removed; Angela acknowledged that it was added in error
- Motion: On November 15th Staff Senate approved a Motion on the SGOC Proposal 17FA-02 to remove the Committees section from the Faculty Handbook and to create a separate “Book of Committees” but did not vote on making changes to any Committee structures at this time.
- Rob Gordon made a motion to vote; Joyce Mann seconded; all approved.

Spencer Bradley – Howl for Health Rewards

- Spencer discussed the Howl for Health Rewards program and provided a handout

Holding a December meeting – Timothy Cureton made a motion to cancel the December meeting and Matt Huckaby seconded

Report from the President:

- Strategic Plan – this was brought the Executive Council Monday afternoon and the meetings should start before the Christmas Break or in early January.
- If any Retirement information is provided before Christmas Break it will be communicated through email since the December meeting is being canceled.

Announcements/Open Discussion:

- Efficiency and Transformation Review Fact Sheet handed out
- United Way ends Friday

Timothy Cureton moved to adjourn. Scott Wheat seconded, and the meeting adjourned at 3:32 p.m.



Staff Senate Attendance Record

Last Name	First Name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Adams	Nikki	Present	Present	Present		Absent	Present	Present					
Bradley	Spencer	Present	Present	Present		Present	Absent	Present					
Broadway	Paula	Proxy	Proxy	Present		Present	Present	Present					
Carvell	Jon	Present	Present	Present		Present	Present	Present					
Clark	Todd	Present	Proxy	Present		Absent	Proxy	Absent					
Clark	Catrina	Proxy	Present	Present		Present	Present	Present					
Copeland	Shane	Present	Present	Present		Present	Present	Absent					
Cureton	Misty	Absent	Present	Present		Present	Present	Present					
Cureton	Timothy	Absent	Present	Present		Present	Present	Present					
Daniels	Angela					Present	Present	Present					
Devereux	Emily	Present	Present	Present		Present	Present	Present					
Dollar	Sharon	Present	Proxy	Present		Present	Present	Present					
Ellington	Traci	Present	Present	Present		Proxy	Present	Present					
Everett	Adrian	Present	Present	Present		Present	Present	Present					
Freer	Rosemary	Present	Present	Present		Present	Present	Proxy					
Gilmer	Vickie	Absent	Present	Present		Present	Proxy	Present					
Gordon	Robert	Present	Present	Present		Present	Present	Present					
Groves	Sharon	Present	Present	Proxy		Present	Present	Present					
Gulley	Jeffery	Present	Proxy	Proxy		Present	Present	Present					
Harris	Deanna	Present	Present	Present		Present	Present	Present					
Hart	James	Present	Present	Present		Present	Present	Absent					
Huckaby	Matthew	Absent	Present	Present		Present	Present	Present					
Long	Jarrold	Proxy	Present	Present		Proxy	Present	Present					
Mann	Joyce	Proxy	Proxy	Present		Present	Present	Present					
Martin	Randy	Present	Present	Proxy		Present	Present	Proxy					
Ogles	Herbert	Present	Present	Present		Present	Present	Absent					
Phillips	Hope	Present	Present	Present		Present	Present	Present					
Puckett	Sheryl	Present	Present	Present		Present	Present	Present					
Reed	Judy	Present	Proxy	Proxy									
Stotts	Wendy	Present	Present	Present		Present	Present	Proxy					
Turney	Natalie	Absent	Absent	Present		Present	Present	Absent					
Webb	Tammy	Present	Present	Present		Present	Present	Present					
Wheat	Scottie	Present	Present	Present		Present	Present	Present					

Proxies:

May: Cheryl Richie proxy for Paula Broadway, Connie Scott proxy for Catrina Clark, Alanna Williams proxy for Jarrod Long, Erin Brown proxy for Joyce Mann
 June: David Smith proxy for Paula Broadway, Blake Simmons proxy for Todd Clark, Margaret Davis proxy for Sharon Dollar, Scott Johnson proxy for Jeffery Gulley,
 Erin Brown proxy for Joyce Mann, Jennifer Novalick proxy for Judy Reed
 July: Chelsea Gambill proxy for Sharon Groves, Jerry Webb proxy for Jeffery Gulley, Brian Shelton proxy for Randy Martin, Angela Daniels proxy for Judy Reed
 Sept: David Hicks proxy for Traci Ellington, Brian Shelton proxy for Jarrod Long
 Oct: Blake Simmons proxy for Todd Clark, Robyn Klerk proxy for Vickie Gilmer
 Nov: Tiffany Johnson proxy for Rosemary Freer; Brian Shelton proxy for Randy Martin; Kimberly Winters proxy for Wendy Stotts

**Arkansas State University
Staff Senate Treasurer's Report
December 31, 2017**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
Staff Senate 110000-120008-1630	Balance Forward	\$2,376.13	-	
				<u><u>\$2,376.13</u></u>
Santa's Wolves Agency Account 930002-390000-5000	Balance Forward	\$ 3,394.04	-	
		-		<u><u>\$3,394.04</u></u>
ASU Foundation Accounts				
Santa's Wolves 200067	Balance Forward	<u><u>\$36,405.00</u></u>		
	December Contributions		496.78	
				<u><u>\$36,901.78</u></u>
Staff Senate Discretionary 200069	Balance Forward	\$20,766.33	-	
			-	
				<u><u>\$20,766.33</u></u>
Staff Senate Educational Assistance 230139	Balance Forward	\$631.10		
	December Contributions		76.22	
				<u><u>\$707.32</u></u>

CONCUR TRAVEL SOFTWARE

Nikki Turner, Project Manager
January 2018

TIMELINE

- Fall 2016
 - A-State is notified that Ellucian will no longer support TEM
 - A-State creates and sends out RFP for new travel software
- Spring 2017
 - A-State committee chooses Concur as software provider
 - A-State and Concur meet and decide to postpone implementation to Fall
- Fall 2017
 - Steering & Implementation Committees start meeting early August 2017
 - Implementation begins August 2017

TIMELINE

- January & February 2018
 - Pilot roll-out to 2 areas – Athletics and Agriculture
 - Training and all new TA's (Request Reports) and TR's (Expense Reports)
- March & April 2018
 - Full campus roll-out
 - Training and all new documents
 - TEM will still be available for trips already planned through the end of May 2018
- May 2018
 - All new travel requests should be entered into Concur
 - TEM will be shut down May 31, 2018

TIMELINE

- June 2018-forward
 - Continue to assess functionality for end users
 - Most universities continue to update the system for at least a year after implementation
 - Investigate other options available with Concur
 - Card feeds
 - Booking applications

NEW OPPORTUNITIES

- Automatic enrollment for all employees who have completed essential trainings
 - Title IX, Child Maltreatment, Privacy & Security
 - Mobile application, including receipt capture
 - Automated approval workflow
 - One application for all travel documents and approvals
-
- No encumbering in your budget
 - No insufficient funds checking



You are currently logged in as a test user

CONCUR Requests Expense App Center Help

Hello, Traveler1

+ Start a Request

+ Start a Report

+ Upload Receipts

00 Authorization Requests

00 Available Expenses

00 Open Reports

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.

MY TASKS

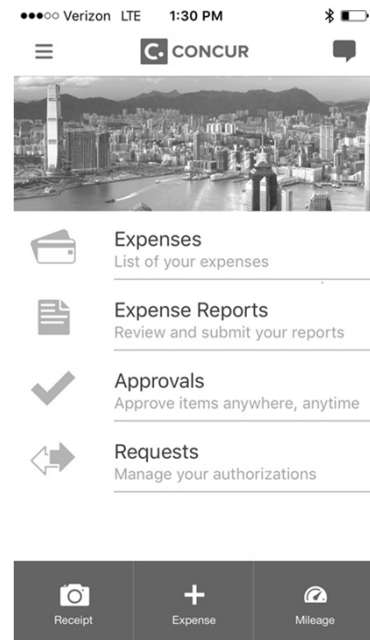
00 Open Requests
You currently have no active requests.

00 Available Expenses →
You currently have no available expenses.

00 Open Reports →
You currently have no open reports.

MOBILE APPLICATION

- Available on iOS and Android Devices
- No cost to the users
- Take pictures of your receipts and attach them to your reports during your trip
- Approvals, including viewing receipts, can be done from your mobile devices



NEXT STEPS...

- After the pilot roll-out, face-to-face training will start
 - Department specific training, plus general sessions, will be offered
 - Look out for e-mails from anturner@astate.edu or notifications in the Daily Digest
- Guides will be available at the trainings and on-line, with a link within Concur to the updated Travel website
- Once you have completed training, you can start using Concur instead of TEM



Thank You!

Contact Information:
Nikki Turner, anturner@astate.edu,
(870)972-2400

2018 STAFF SENATE ELECTION CALENDAR

Contact HR to determine category reps	Feb 5
HR provides info	Feb 16
IT set up nominations	Feb 19
Nominations	Mar 5-9
Contact nominees/collect bios	Mar 12-16
IT set up elections	Mar 19-23
Elections	Mar 26-30 (noon)
Senators contacted	Apr 2
New Senators at Senate meeting as guests, mixer	Apr 18
New Senators take office, officers elected	May 16

ELECTION POSITIONS

30	Non-Faculty Professional	6	Term Ends 2021
40	Tech/Para Professional	3	Term Ends 2021
50	Secretary/Clerical	1	Term Ends 2021
60	Skilled Crafts	1	Term Ends 2021
70	Service/Maintenance	1	Term Ends 2021