

**STAFF SENATE MEETING AGENDA**  
**Wednesday, March 18th, 2015, 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. Vote on Constitution
  - b. Vote on Conceal Carry
  - c. Bill Tracking
  - d. Benefits representative questions for April meeting
5. Old Business
  - a. Distinguished Performance update
  - b. Picnic update
  - c. Election Committee update
6. Report from the President
7. Open discussion
8. Announcements and Reminders
  - a. April meeting

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	N	Present	Present	Present	N	Present	Present		
Broadway	Paula	Present	Present	Proxy	o	Present	Present	Present	o	Present	Present		
Brown	Steven	Present	Present	Proxy		Present	Proxy	Present		Present	Proxy		
Carvell	Jon	Present	Present	Present		Present	Present	Present		Proxy	Present		
Coggins	Robert	Present	Present	Present		Present	Proxy	Present		Present	Present		
Coleman	Anthony	Present	Present	Present	M	Present	Present	Present	M	Absent	Present		
Cossey	Jeannie	Present	Present	Present	e	Absent	Absent	Present	e	Absent	Absent		
Cox	Ellena	Proxy	Present	Present	e	Present	Proxy	Present	e	Proxy	Proxy		
Crittenden	Tonya	Present	Present	Present	t	Present	Present	Present	t	Present	Present		
Daniels	Angela	Present	Present	Present	i	Present	Present	Absent	i	Present	Present		
Davis	Debbie	Present	Proxy	Proxy	n	Present	Present	Present	n	Present	Present		
Davis	Rodney Joe	Present	Absent	Present	g	Proxy	Absent	Present	n	Present	Present		
Eakins	Kasey	Present	Present	Present		Present	Present	Proxy	y	Present	Present		
Forrest	Vera	Present	Present	Present		Present	Present	Present		Present	Present		
Fulton	Loretta	Present	Present	Present	N	Present	Present	Present		Present	Proxy		
Hampton	Brandy	Present	Present	Present	u	Present	Present	Present	N	Present	Present		
Locke	Terry	Present	Present	Present	u	Present	Present	Present	o	Present	Present		
McCain	Carla Marie	Present	Present	Proxy		Present	Present	Absent		Absent	Proxy		
Novalick	Jennifer	Present	Present	Proxy	M	Present	Present	Present	M	Present	Present		
Phillips	Hope	Present	Present	Present	e	Present	Present	Present	e	Present	Present		
Ponce	Carolyn Ann	Proxy	Present	Present	e	Present	Present	Present	e	Present	Present		
Privett	Amy				t				e	Present	Present		
Rouse	Elizabeth	Absent	Absent	Present	i	Present	Absent	Present	t				
Scott	Connie	Absent	Present	Present	n	Present	Present	Absent	i	Present	Present		
Tate	Randall	Present	Present	Present	g	Present	Present	Present	n	Present	Absent		
Turner	Nikki	Present	Absent	Proxy		Proxy	Present	Present	a	Proxy	Proxy		
Wakefield	Elizabeth	Proxy	Present	Present		Present	Proxy	Absent		Present	Present		
Wright	Debra					Present	Absent	Present		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 Nikki Turner - Jessie 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 Kasey Eakins - Rebecca Craig
- Dec-14 No Meeting
- Jan-15 Nikki Turner - Whitney Lumpkin, Ellena Cox -Linda Keller, Jon Carvell - Nikki Adams
- Feb-15 Nikki Turner - Whitney Lumpkin, Steven Brown -Milton Poole, Ellena Cox - Jamie Carmack, Loretta Fulton - Leigh Anne Hall, Carla McCain - Nikke Winn
- Mar-15
- Apr-15

Arkansas State University  
Staff Senate Meeting  
February 25, 2015

The Arkansas State University Staff Senate met on Wednesday, February 25<sup>th</sup>, 2015, in Room 201 of the Delta Center for Economic Development 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, Milton Poole proxy for Steven Brown, Jon Carvell, Robert Coggins, Jamie Carmack proxy for Ellena Cox, Tonya Crittenden, Angela Daniels, Debbie Davis, Rodney Davis, Kasey Eakins, Vera Forrest, Leigh Anne Hall proxy for Loretta Fulton, Brandy Hampton, Terry Locke, Nikki Winn proxy for Carla McCain, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Amy Privett, Connie Scott, Whitney Lumpkin proxy for Nikki Turner, Elizabeth Wakefield and Debra Wright.

**January Minutes:**

Minutes were approved noting one spelling correction.

**January Treasury:**

Treasury reports presented by Talvickeo Banks.

**New Business:**

- a. Enrollment Presentation – Dr. Rick Stripling gave a presentation on this year’s enrollment and how the drop in enrollment relates to the budget shortfall. He also discussed ASU’s Enrollment Strategies Plan, the plan for growth, and keys for performance. New freshman numbers were up, online enrollment increased slightly, but other areas dropped. Currently there is a 46-47% conversion rate from those admitted to those that actually enroll. A new software application, Starfish, was discussed as a way to help University College monitor students for success, maintain more contact with first year students and beyond, and to increase retention rates. Moving forward, the desired future enrollment for ASU is 13,500-14,500. Several strategies were listed to increase enrollment including partnering with Alumni Relations to help contact/recruit first time freshman, a new business model for scholarships, and more social media connections. At the end of the presentation he opened the floor for questions. Jennifer Novalick inquired as to how many students they hoped to enroll with the new DO school. The current forecasted enrollment is 120 new students. Terry Locke asked if the two year campuses took away from ASU-J numbers. This may cause a slight drop in numbers, but not significant to warrant any worries for ASU-J. In many cases, the two year campuses prepare students to transfer to ASU-J for a four year degree. Rodney Davis asked if we funded more of our club sports, if that might increase our overall numbers, referencing Rugby as an example because of the national recognition they are receiving.
- b. Holiday Calendar – Proposal is to assess 3 vacation days in the current year, to get a full two weeks off. Terry Locke said that those that he talked to preferred all 3 days being taken in the same year, instead of taking any days from following year. Rodney Davis made the motion to accept the proposal, Hope Phillips seconded the motion. All were in favor, no one

opposed.

- c. Vote for May meeting and Picnic date – No vote will be needed because the date for the Staff Appreciation Picnic has been changed to Thursday, May 14<sup>th</sup>. Mondays and Fridays are not good turnout days for the picnic. The picnic date was changed to be earlier in the month so that the regular Staff Senate meeting would not have to be postponed, moving it closer to Memorial Day. Since executive committee elections will be held during the May meeting, we wanted to ensure a higher attendance.
- d. Annual Conceal Carry Vote – Reminder that this will be voted on during the March meeting. There were a few bills at the state level that pertained to this, but did not make it out of committee. This voting may be done online like last year. Kasey Eakins had an email from a constituent that they wanted read before the senate, stating their opinion of Faculty Senate and Staff Senate forming a joint committee.
- e. SGOC proposal vote – Final draft of Election of Academic Administrators. Motion to accept proposal made by Jennifer Novalick. Carolyn Ponce seconded the motion. Talvickeo Banks gave an update on other committees moving forward with the proposal. The main changes were just in the wording to make it more consistent. By show of hands, none opposed, none abstained. Motion to accept proposal passed.

#### **Old Business:**

- a. Distinguished Performance update – We are still waiting for final approval from the Board and Chancellor on proposed changes to categories and amounts. Hopefully this will be decided on in tomorrow's meeting.
- b. Constitution and Bylaws update – We are waiting for a response from the System Attorney, to make sure there are no contradictions with any other documents.

#### **Report from the President:**

Angela reported that HR now has evaluation training material on their website. This was created to help answer questions on evaluations that arose last year. Category ratings are defined more clearly, which is a change from last year. Connie Scott addressed the group and said that the detailed specific definitions of each category made it much easier on supervisors and employees both. Notes or comments can be made on the evaluation that a change in rating for the employee was due to the change in the rating definitions by the university and is not due to a change in the employee's performance. It was mentioned that employees will still probably see this as a lower rating and a reason for the university to not give as many merit bonus/raise. Evaluations are due by May 1<sup>st</sup> for classified employees.

#### **Open Discussion:**

- a. Elizabeth Wakefield mentioned that it had been reported to her that different rates were being charged for "Wellness" classes. Angela will look into the details of this, and will get with Spencer Bradley for clarification.
- b. The next meeting date is scheduled for March 18th in the Library Boardroom.
- c. Motion to adjourn was made by Talvickeo Banks at 3:10.

**Arkansas State University  
Staff Senate Treasurer's Report  
February 28, 2015**

Balances as of 28-February-2015

**University E & G Accounts**  
***Staff Senate - 1***

110000-120008-1630

Balance Forward  
No February Activity

**BeginningBalance**    **Debit/Credit**    **Remaining**  
\$1,591.51

**\$1,591.51**

***Santa's Wolves Agency Account***

930002-390000-5000

Balance Forward  
No February Activity

\$1,605.63

**\$1,605.63**

**ASU Foundation Accounts**  
***Santa's Wolves***

200067

Balance Forward  
February Contributions

\$32,821.41                      \$    595.30

**\$33,416.71**

***Staff Senate Discretionary***

200069

Balance Forward  
No February Activity

\$16,053.60

**\$16,053.60**

***Staff Senate Educational Assistance***  
**230139**

Balance Forward  
February Contributions

\$1,944.49                      \$66.62

**\$2,011.11**

## **STAFF SENATE CONSTITUTION**

### **Mission Statement**

The mission of the Staff Senate is to represent Arkansas State University non-faculty employees and to serve in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters concerning staff.

The Staff Senate is intended to provide a forum for all employees with fringe benefits. The Staff Senate will endeavor to participate constructively in matters that benefit the University and the staff it represents.

### **Organizational Structure**

The Staff Senate is representative of the following six (6) categories of staff on the ASU-Jonesboro campus:

- I. Staff Senate representation is based on the six Equal Employment Opportunity (EEO) categories for full-time employees, with categories EEO 10 (Executive Managerial/Administrative) and EEO 30 (Professional Non-Faculty) combined. The senator apportionment shall be one (1) senator for each 35 employees. No section shall have fewer than two (2) senators.
- II. The specific number of senators sitting on any Staff Senate will be determined prior to each election by polling the Office of Human Resources by February 1. The number of senators will be determined by dividing each category number by 35. Any portion over a whole digit will result in another senator for that category.

### **ARTICLE 1 - NAME**

This governance organization shall be known as the Staff Senate of Arkansas State University- Jonesboro.

### **ARTICLE 2 - OBJECTIVE**

The objective of the Staff Senate is to represent the non-faculty employees of Arkansas State University- Jonesboro in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters pertaining to non-faculty employee relations and to provide a means of communication to disseminate information to non-faculty employees of the University.

### **ARTICLE 3 - AUTHORITY**

#### **Point 1 - Powers**

The Staff Senate shall exercise general legislative powers for the staff.

#### **Point 2 - Governance**

This Constitution shall govern the Staff Senate and shall be modified with a two-third majority vote to support the purpose of the Staff Senate.

### Point 3 - University Approval

Any change in the Constitution adopted by the Staff Senate shall be enacted with the approval of the Chancellor.

### Point 4 - University-Wide Actions

University-wide actions determined and adopted by the Staff Senate shall be approved by the Chancellor prior to enactment, except in matters where the Chancellor has given sole jurisdiction to the Staff Senate.

## **ARTICLE 4 - MEMBERSHIP**

### Point 1 - Criteria

The membership of this organization shall be open to all non-faculty employees with fringe benefits up to the level of Vice Chancellor. The Chancellor and Vice Chancellor(s) shall not be eligible for membership.

### Point 2 - Membership in Other Governance Organizations

University employees who are eligible to be represented by the Staff Senate may not be represented by other campus governance organizations. Employees who hold both a staff position and faculty rank are, according to the Faculty Handbook, section I.b.5, defined as members of the faculty and are therefore represented by Faculty Senate.

### Point 3 - Activation of Membership

Employees are eligible to be represented or hold membership in the Staff Senate upon activation of their fringe benefits.

## **ARTICLE 5 - REPRESENTATION**

### Point 1 – Representative Classifications

Employees of the University are represented in six categories which are defined by the equal employment opportunity (EEO) job classifications and shall represent the benefitted employees.

### Point 2 - Ratio of Representation

The ratio of representation shall be one (1) senator representative per every 35 benefitted employees within the six EEO categories, with no fewer than two representatives per category.

The categories are:

Service/Maintenance  
 Skilled Crafts  
 Technical/Paraprofessional  
 Secretarial/Clerical

Professional Non-Faculty  
 Executive Managerial/Administrative (This category is combined with Professional Non-Faculty)  
 HR Ex-Officio

**Point 3 - The **Human Resource Representative's** duties:**

- serve in an advisory capacity as a non-voting, ex-officio member
- verify staff employee numbers by EEO category according to Article 5, Point 2 - Representative Apportionment
- other duties as deemed necessary

**STAFF SENATE BYLAWS**

**ARTICLE 1 - REPRESENTATIVE ELECTION AND ATTENDANCE**

**Point 1 - Term of Office**

A "term year" is defined as May 1 through April 30. Representatives will be elected to serve a three-year term beginning May 1, and ending April 30. In order to establish a staggered term of office, the charter representatives within each category will serve staggered terms where approximately one-half of the representatives serve a two-year term and the remaining representative(s) in each category serve a three-year term. Representatives will serve their term in reclassification and/or promotion.

**Point 2 - Election of Representatives**

The election process will be coordinated by the Vice President and the election committee. Every year the Vice President will present the election calendar to the Staff Senate at the November meeting. This calendar will provide dates of the EEO list collection, the nomination process, and the election process; culminating with the notification of all new senators of their election by April 1. New senators will attend the April meeting as guests in order to introduce themselves to the Senate and assist in the transitional process.

**Point 3 - Re-election of Representatives**

Representatives may not hold two consecutive elected terms. Re-elections may take place one year after the expiration of an elected term.

**Point 4 - Senate Vacancies**

When a vacancy occurs on the Staff Senate for reason(s) other than the expiration of a term, the Vice President will appoint the top vote recipient from a ranked list of alternates within the EEO category from the most recent election. If no alternates are available, there will be a new election within the EEO category. Once the Staff Senate is notified of the vacancy and is aware that no alternates are available, the Vice President will send a notification to all members of the EEO Category to contact the Staff Senate if they are willing to serve. Those who respond will be part of an election within that category only, and the winner will fill the vacant seat. The other respondents will be placed on an alternate list for future vacancies. In either case, the temporary replacement member will be asked to serve until the expiration of the vacant term, and the position will be permanently filled in the next regular election. The appointed representative may stand for election at that time.



### Point 5 - Attendance Abuse

If in a term year, a representative accumulates three absences, the Staff Senate will be notified of the absences. The Staff Senate may then determine if the absences are excused and may declare the position vacant. Vacancies will be filled according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies. If absences are determined excused, the member may remain on the Staff Senate.

Appropriate action may be taken by the Executive Committee, with the advice and consent of the Senate, if attendance abuse is identified.

### Point 6 - Assignment of Proxies

Senators forced to be absent from a Staff Senate meeting may assign their proxy to another staff member from the same EEO category. To encourage staff to be more involved in the Staff Senate, the proxy must be assigned to a non-Senator employee.

## **ARTICLE 2 – DUTIES OF SENATORS AND OFFICERS OF THE EXECUTIVE COMMITTEE**

### Point 1 – Senators

All senators are responsible for the following:

- attend all meetings; however, if an absence is necessary, the senator should identify and send a proxy to the meeting
- participate in Staff Senate and/or SGOC Committees
- communicate through e-mail all Staff Senate notifications, including agendas and meeting minutes
- assist with Staff Senate events

### Point 2 - Executive Officers

The executive officers of the Staff Senate are the President, Vice President, Vice President for Communication, Secretary, Treasurer, Immediate Past President and a representative from the Office of Human Resources.

### Point 3 - Elected Officers

The officers to be elected each term year are the President, Vice President, Vice President for Communication, Secretary, and Treasurer. The officers are elected by secret ballot at the May Staff Senate meeting. Only new and continuing members are eligible to vote. Those receiving the greatest number of votes for each position are declared the officers.

### Point 4 - Officer Vacancy

Should any officer's position, other than the President, become vacant during the term year, a senator will be elected by the Staff Senate to fill the vacant officer position for the remaining term year. (A temporary replacement from the appropriate EEO category will be appointed to fill any senator vacancy, according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies.) If the position for President becomes vacant, the Vice President assumes the duties of the President for the remainder of the term year.

## Point 5 – Officers’ Duties

### A. The **President's** duties:

- act as official spokesperson for the Staff Senate
- preside over all regular meetings of the Staff Senate
- organize the agenda for each meeting
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the Vice-President
- appoint committees as deemed necessary
- A pool of parliamentarians is to be identified by the President each year. These individuals should not be Staff Senators, and their responsibility shall be to answer questions concerning procedure and to resolve any procedural conflicts
- other duties as deemed necessary

### B. The **Vice President's** duties:

- execute the duties of the President in the President's absence
- supervise the nomination and election process, including: 1) adjust representative apportionment, if necessary, 2) create the election calendar in order to fill open seats by April 1, and 3) supervise the counting of ballots and notification to elected representatives
- implement the Senator replacement process if there is a vacancy
- notify the Staff Senate of senator absences according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the President
- other duties as deemed necessary

### C. The **Vice President for Communication's** duties:

- maintain email distribution list of non-faculty benefitted employees
- maintain Staff Senate's social media groups
- make all Staff Senate postings on ASU Daily Digest
- relay information to non-faculty employees as directed by Staff Senate President
- be designated recipient of emails sent via "contact Staff Senate" link on our website
- be designated "reply to" person for all input requested from employees unless otherwise determined by President
- maintain archived copies of the approved minutes of at least three years' meetings on Staff Senate website
- other duties as deemed necessary

### D. The **Immediate Past President's** duties:

- serve in an advisory capacity as a non-voting, ex-officio member of both the Senate and Exec Committee
- assist with transition of new President and archival information
- other duties as deemed necessary

### E. The **Secretary's** duties:

- Prepare minutes of each Staff Senate meeting

- distribute approved minutes to appropriate parties
- maintain a record of senator absences
- maintain Staff Senate records
- maintain permanent copies of Staff Senate approved minutes
- other duties as deemed necessary

F. The **Treasurer's** duties:

- maintain and present monthly statements to the Staff Senate to ensure accurate financial statements are maintained
- verify and present all bills to the Staff Senate President for approval
- pay approved bills promptly
- other duties as deemed necessary

**G. The Human Resource Representative's duties:**

- serve in an advisory capacity as a non-voting, ex-officio member;
- verify staff employee numbers by EEO category according to Article 5, Point 2 - Representative Apportionment;
- other duties as deemed necessary.

Point 6 – Executive Committee

A. Members

The following individuals constitute the Executive Committee of the Staff Senate: President, Vice President, Vice President for Communication, Secretary, Treasurer, Immediate Past President (ex-officio member).

B. Responsibilities

The Executive Committee meets regularly to develop agendas for the Staff Senate, to respond to requests for information and advice, and to develop goals and policies which the Staff Senate seeks to implement.

C. Powers

The Executive Committee has the power to:

- call special meetings
- approve expenditures of the Staff Senate
- perform duties as are specified in the Bylaws
- set the hour and date of meetings

**ARTICLE 3 - MEETINGS**

Point 1 - Frequency

The Senate meets monthly, upon the request of the executive committee, or by a 2/3 majority request of the members.

**Point 2 – Attendance**

All meetings of the Staff Senate are open meetings.

**Point 3 - General Assembly**

A campus-wide open meeting may be held each year with an assembly of employees representative of all work shifts *while maintaining adequate coverage* in appropriate duty areas.

**Point 4 - Time Provision**

Members are allowed reasonable time away from regular duties to attend Staff Senate meetings and functions, University meetings, and to conduct Staff Senate business.

**Point 5 - Quorum**

A simple majority, one-half plus one ( $1/2 + 1$ ) of the Staff Senators constitutes a quorum authorized to transact business.

**Point 6 - Voting**

Voting by Staff Senators shall be by voice, except when deemed otherwise by the President.

**ARTICLE 4 - COMMITTEES****Point 1 - Standing Committees**

- A. Distinguished Performance Award and Recognition Committee
- B. Staff Picnic Committee
- C. Educational Stipend Award Committee
- D. Election Committee

**Point 2 - University Committees**

Representative members appointed as necessary.

**Point 3 - Ad Hoc Committees**

- A. Constitution & Bylaws Committee
- B. Special Events Committee

**Point 4 - Membership**

Committee members may be appointed from within the Staff Senate, as well as from staff members at-large. Effort should be made to include employees from different EEO categories and divisions throughout the university. Committee members appointed from the staff at-large have voting rights *within their assigned committee(s) only*.

**ARTICLE 5 - ACTION ON BYLAWS****Point 1 - Adoption**

Adoption of Bylaws is by 2/3 majority vote of the Senate.

**Point 2 - Amendment**

These Bylaws can be amended at any regular meeting of the Staff Senate by a 2/3 majority vote of the members provided that the amendment has been submitted in writing at the previous regular meeting.

**Point 3 - Review**

An ad-hoc committee of three (3) representatives appointed by the President every three (3) years reviews the constitution and bylaws.

**ARTICLE 6 - PARLIAMENTARY AUTHORITY****Point 1 - Written Authority**

The latest edition of *Robert's Rules of Order, Newly Revised*, governs the Staff Senate in all cases where the Bylaws are silent.

**Point 2 - Deviation of Authority**

If the Staff Senate wishes to deviate from an adopted parliamentary rule of order, the Staff Senate may create a special rule of order by a simple 2/3 majority vote of its members, which supersedes any conflicting rule of parliamentary authority.

**Amended - April 1999, May 2001, September 2004, March 2007, January 2008, October 2010, November 2014**