

STAFF SENATE MEETING AGENDA
Wednesday, November 18, 2015, 2:00 pm
Dean B. Ellis Library Boardroom

- 1. Call to Order**
- 2. Roll Call**
- 3. Routine Business**
 - a. Meeting minutes**
 - b. Treasurers report**
- 3. New Business**
 - a. David Hakenewerth, Energy Conservation Plan**
 - b. Election Committee announcement**
 - c. Food Drive**
 - d. Tourniquet Training**
 - e. IP Policy**
- 4. Report from the President**
 - a. Constitution and Bylaws**
- 5. Open discussion**
- 6. Announcements and Reminders**
 - a. There will be no December meeting**

Arkansas State University

Staff Senate Meeting

October 21, 2015

The Arkansas State University Staff Senate met on Wednesday, October 21, 2015, in the library Boardroom (8th floor) on the ASU – Jonesboro campus, staff senate president, Nikki Turner called the meeting to order at 2:04 pm.

In attendance: Sheryl Richie proxy for Paula Broadway, Steven Bowen, Shane Copeland, Misty Cureton, Teresa Patterson proxy for Timothy Cureton, Adrian Everett, Vera Forrest, Loretta Fulton, Brandy Hampton, Deanna Harris, Terry Locke, Jerrod Long, Randy Martin, Carla McCain, Curtis Miller, Jennifer Novalick, Hope Phillips, Elaine Poynter, Amy Privett, Patricia Schreier, Katie Edwards proxy for Amber Shipman, Tiffany Johnson proxy for Randall Tate, Nikki Turner, Natalie Turney, Scottie Wheat, Debra Wright

September Minutes:

Minutes were revised: Kasey Eakins proxy for Elaine Poynter. Nikki Turner motioned to accept the revised minutes, all approved.

September Treasury:

The Treasury Report was presented by Brandy Hampton. Items of note were September transactions for Staff Senate name tags and new shirt from Staff Senate account. Nikki Turner approved minutes.

New Business:

- a. David Hakenewerth, Energy Conservation Plan: Mr. Hakenewerth had commitments and could not attend meeting.
- b. Kasey Eakins – Howling for United Way: The campaign is now live and website can be found at www.astate.edu/unitedway - links are available for payroll deduction and lump sum donation via PayPal. Hosting Howloween Harvest on October 30th from 11:30am – 1:30pm on the Heritage Lawn. Look for information on the A-State Digest for some of the activities: Pumpkin Carving Contest, Karaoke, Chili-Cook-Off, and other activities. This is a campus wide event. Shirts will be available for \$10, contact Kasey Eakins, Lori Win, Kristy Valentine, or Shauna Carrier. Orders for shirts need to be made by October 23rd for the event and the last day to order shirts is October 30th. You can also order shirts online – make checks payable to the ASU Foundation. There will be a balloon launch November 13th.
- c. Santa's Wolves Update – Nikki Turner: Will be selling caramel apples and baked goods at the Benefits Fair so please bring cash to the Benefits Fair. Will also have a booth at Lil Bit of Christmas where they will be selling baked goods and caramel apples. Nomination forms for Santa's Wolves will go out online at the beginning of November. Deadlines for applications is November 17th.

- d. Staff Appreciation Committee - Nikki Turner: Received a call regarding Staff Appreciation Week. The Executive Committee talked about what could be done to show staff they are appreciated. Currently there are staff appreciation awards, staff picnic and staff appreciation football game. Would like to create a Staff Appreciation Committee that is not just open to senators but throughout the campus. Kasey Eakins will head it up, Shane Copeland is also on the committee and they will start to put committee together. If you are interested email Nikki Turner. Committee may try looking at other sporting events for staff appreciation and other ways to be more proactive in showing staff how much they are appreciated. The Staff Appreciation Football Game is scheduled for December 5th. Forms will go out next week for ordering shirts/sweatshirts, tickets to the game and will come with a food voucher.

Report from the President and Open Discussion:

- a. Executive Committee and Lori Winn are requesting feedback regarding retirement loans. Currently, you can take out loans and withdrawals as much as you want. Most universities have restrictions on loans and withdrawals on retirement funds. Would like feedback on limiting in-service withdrawals and loans a person can take out. As it is now, you can take out multiple loans and default on them leaving people without funds to retire. Would like to limit the number of loans you can take out. If you default on one loan you can't take out another. Limiting withdrawals does not count if it is for emergency funds to cover medical costs or tuition. Would like to hear opinions in what would be the most fair for employees (information coming from Lofton). As of now there are no limitations.

*Loretta Fulton: Why are we policing this? Nikki Turner: This is causing hardships when people are trying to retire. Also there are more administration fees, it's expensive to process – it does cost A-State money.

*Jarrod Locke: Why is it costing A-State? It should just cost the person taking out the loan. Loretta Fulton: If anything, the fees should be paid by the person taking out the loans. Scottie Wheat: A-State does not restrict you from taking your investment, you can only take out what you have. A-State does pay into it so it may also be costing them their investment. Randy Martin: Have retirement is a requirement to work here. People need that money, I don't think you should shut them down from getting it if it is needed, it is their investment. I don't see an issue with it. Locke: There is good and bad to both parts. Nikki Turner: It shows that females take out multiple loans. Lori Winn talked about having a financial advisor come in and talk to just women since they take these loans out the most. How can we educate our staff? Fulton: It is more women than men because single mothers need it to live on. Turner: You can still take out emergency loans. Martin: I can see someone making \$16,000 a year how they would need to take out these loans, like for Christmas. Hope Phillips: I don't see why your employer should dictate how you handle your money. Martin: They would rather pay the tax penalty then pay it back because the money is always needed. Steven Brown: I know people who have taken these loans out and can't retire but they needed the money. They are adults and need to make good decisions. Wheat: An educational program would be better than restricting it.

*Nikki Turner: If you think of something later, please email me at anturner@astate.edu and I will get it to Lori soon.

Open discussion:

- a. None at this time.

- b. Hope Phillips motioned to adjourn. Elaine Poynter seconded.

- c. Meeting adjourned at 2:45pm



Staff Senate Attendance Record

Last Name	First Name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Banks	Kiffany	Absent	Present	Present									
Broadway	Paula	Present	Present	Proxy		Present	Proxy						
Brown	Steven	Present	Proxy	Present		Present	Present						
Coggins	Robert	Present	Present	Present		Present	Absent						
Copeland	Shane	Present	Proxy	Present		Present	Present						
Cox	Ellena	Proxy	Proxy	Vacant									
Cureton	Misty					Present	Present						
Cureton	Timothy	Present	Present	Present		Present	Proxy						
Davis	Rodney	Present	Present	Present		Absent	Present						
Everett	Adrian	Present	Present	Present		Present	Present						
Forrest	Vera	Present	Proxy	Present		Present	Present						
Fulton	Loretta	Proxy	Present	Present		Present	Present						
Hampton	Brandy	Present	Present	Present		Present	Present						
Harris	Deanna	Present	Present	Present		Present	Present						
Locke	Terry	Present	Present	Present		Present	Present						
Long	Jarrold	Present	Absent	Present		Present	Present						
Martin	Randy	Present	Proxy	Present		Present	Present						
McCain	Carla	Present	Present	Proxy		Present	Present						
Miller	Curtis	Present	Present	Present		Present	Present						
Novalick	Jennifer	Present	Present	Present		Present	Present						
Phillips	Hope	Present	Present	Present		Present	Present						
Poynter	Elaine	Present	Present	Present		Absent	Present						
Privett	Amy	Present	Present	Present		Proxy	Present						
Schreier	Patricia	Present	Present	Present		Present	Present						
Shipman	Amber			Present		Present	Proxy						
Tate	Randall	Present	Present	Proxy		Present	Proxy						
Turner	Nikki	Present	Present	Present		Present	Present						
Turney	Natalie	Present	Present	Present		Present	Present						
Wheat	Scottie	Present	Present	Present		Present	Present						
Wright	Debra	Present	Present	Present		Present	Present						

Proxies:

May: Terrie Rolland for Ellena Cox, Leigh Anne Hall for Loretta Fulton
June: Woody Hanes for Steven Brown, Rosemary Frier for Shane Copeland, Christy Vines for Ellena Cox, Katie Edwards for Vera Forrest, Bryan Shelton for Randy Martin,
July: Cheryl Richey for Pauly Broadway, Elizabeth Wakefield for Carla McCain, Rosemary Frier for Randall Tate
September: Kasey Eakins for Amy Privett
October: Sheryl Richie for Paula Broadway, Teresa Patterson for Timothy Cureton, Katie Edwards for Amber Shipman, Tiffany Johnson for Randall Tate

**Arkansas State University
Staff Senate Treasurer's Report
October 31, 2015**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
<i>Staff Senate</i> 110000-120008-1630	Balance Forward	\$2,090.74		<u>\$ 2,090.74</u>
 <i>Santa's Wolves Agency Account</i> 930002-390000-5000	Balance Forward	\$1,605.63		<u>\$ 1,605.63</u>
 <u>ASU Foundation Accounts</u>				
<i>Santa's Wolves</i> 200067	Balance Forward	\$36,955.59		
	October Contributions		559.22	<u>\$ 37,514.81</u>
 <i>Staff Senate Discretionary</i> 200069	Balance Forward	\$16,361.41		
	Candy for Benefits Fair		(26.87)	<u>\$ 16,334.54</u>
 <i>Staff Senate Educational Assistance</i> 230139	Balance Forward	\$2,764.97		
	October Contributions		70.80	<u>\$ 2,835.77</u>

2016 STAFF SENATE ELECTION CALENDAR

Contact HR to determine category reps	Feb 8
HR provides info	Feb 15
IT set up nominations	Feb 22
Nominations	Mar 7-11
Contact nominees/collect bios	Mar 14-17
IT set up elections	Mar 18-25
Elections	Mar 28-Apr 1 (noon)
Senators contacted	Apr 1
New Senators at Senate meeting as guests, mixer	Apr 20
New Senators take office, officers elected	May 18

ELECTION POSITIONS

30	Non-Faculty Professional	2	Term Ends 2019
40	Tech/Para Professional	0	
50	Secretary/Clerical	1	Term Ends 2019
60	Skilled Crafts	1	Term Ends 2019
		1	Term Ends 2018*
		1	Term Ends 2017*
70	Service/Maintenance	2	Term Ends 2019

*Seat immediately eligible to run for another term