

Staff Senate Meeting Agenda
Wednesday, July 19, 2023
Delta Center 201

- I. Call to Order
- II. Roll Call
- III. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
- IV. New Business
 - a. Officer Elections
- V. Announcements and Reminders
 - a. Committee Updates
 - b. Next Meeting: August 16, 2023

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- I. Call to Order – Madeline Ragland, President at 2:00 p.m.

- II. Roll Call: Luna Acosta, Nikki Adams, Autumn Anderson, Himaja Balakrishnan, Catherine Beaver, Sandra Bramblett, Perdeta Bush, Angela Daniels, Robby Davenport, LaVonda Evans, Tracy Finch, Pat Glascock, Deanna Harris, Melissa Jackson, Christina Kostick, Tabatha Simpson-Farrow proxy for Kelli Listenbee, Jarrod Mayfield, Kyle Walker proxy for Porsha McGregor, Tiffany Moseley proxy for Prathima Pattada, Madeline Ragland, Kelly Sabin, Natalie Turney, Alyssa Wells

- III. Routine Business
 - a. Meeting Minutes – Lisa Reeves motioned to approve the April 19 minutes, and Christina Kostick seconded. The meeting minutes were unanimously approved.
 - b. Treasurer’s Report – Sandra Bramblett
 - Raised \$2,116 from Staff Picnic silent auction

- IV. New Business
 - a. Introduce new senators
 - b. Staff Senate Proposal: “Continuing the Tradition”
 - Luna Acosta motioned to approve the addition to the bylaws, and Lisa Reeves seconded. All are in favor.
 - c. New ASU System Annual Leave Policy: Dr. Lori Winn
Question: If employees have comp time, do they need to use it by July 1? No, it does not change the FSOA status. Someone hired on June 15 will get 22 days of vacation who are non-classified, while others who have been around will not be grandfathered in. Everyone who hires in will come in at the current plan. We are grandfathered in at our existing accruals. Everyone is non-classified as of July 1.

- V. Announcements and Reminders
 - a. Committee Updates
 - Distinguished Performance Awards Committee: DPA members are trying to shift how we recognize retiring staff and look at what that

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may look like. It may be slightly different if you are a supervisor or retiree this year.

- Going forward, DPA will be responsible for paying for the cost of distinguished performance and service recognition ceremony, which is estimated to be \$2,000 annually. It was asked if it would be possible to get a breakdown for all the expenses for the next meeting. Alyssa Wells will provide this.
 - DPA also discussed the Staff Picnic and the distinguished performance ceremony: Are they as effective as they have been in the past? In prior years, the silent auction would raise a lot more money. Though, it is anticipated that the silent auction will raise more money next year and beyond with more of a head start on getting donations. As a committee, DPA was thinking is there another way we want to present/host these events? This year, there was a lot of discussion over changes of who will cover what cost.
 - DPA is working to recognize staff right when they retire rather than only once a year. HR will talk to the retiree and ask if they can share that information with the DPA committee, then DPA would reach out to supervisors to see if they're doing a party/reception and present them with the retiree gift or recognition.
 - Discussing potentially making a website for DPA and working on more recognition opportunities throughout the year that will be more meaningful.
- b. 2023-2024 Meeting Dates
- Next year's meeting dates are on the Staff Senate website and will soon be available on the Campus Calendar.
- c. Discuss Executive Committee Elections
- We will briefly share what each executive council position does. If you think you may be interested in any of these positions, please feel free to reach out to Madeline with further questions. Any senator can serve on any executive council position, even if it is your first year as a senator.
 - President: Schedules and presides over all Staff Senate meetings, which includes scheduling guest speakers.

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Also preside over monthly executive council meetings. Assign Senators and employees to shared governance committees. Available to hear suggestions and/or concerns from other senators and/or employees and be able to appropriately follow up on them. Available to serve on committees as needed; this year, this has included sitting in on campus meetings and serving on the Provost's Search Committee. Serve on SGOC. You are serving as the representative for staff for campus.

- Vice President: Organize and maintain elections, assume duties if president is absent. Fill senator vacancies.
- Vice President for Communications: Maintain Staff Senate webpage with meeting packets, create PROPs recipient page monthly, work with secretary and treasurer for the meeting packet, work with Todd Clark for campus-wide communications. Daily Digest announcements
- Secretary: Take minutes for each Staff Senate meeting, create agendas in collaboration with the President.
- Treasurer: Get reports from foundation office to reconcile the bank account; use Banner for agency accounts and ENG, balance back any dollars left in the account. Give treasurer's report at each meeting. Process requisitions.
- Executive Council also includes an HR representative and a Parliamentarian. The Parliamentarian is appointed by Staff Senate President.

- d. Next Meeting: July 19, 2023 – Please wear your Staff Senate polos for the next meeting, as we will be taking headshots for the website. If you are a senator rolling off this year, please feel free to keep your name plate insert.

Kelly Sabin motioned to adjourn and Sandra Bramblett seconded. Meeting adjourned at 2:39 p.m.