

Staff Senate Meeting Agenda  
Wednesday January 18, 2017 @ 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. Katey Provence- Food Pantry
5. New Business
  - a. Patrick Dixon speaking over new development
  - b. Spencer Bradley discussing Red Wolf Wellness
  - c. Elections Schedule
  - d. Questions or comments on Time Tracker
6. Report from the President
7. Open Discussion
8. Announcements and Reminders

Arkansas State University

Staff Senate Meeting

November 16, 2016

### **DRAFT MINUTES**

The Arkansas State University Staff Senate met on Wednesday, November 16, 2016 in the Mockingbird Room in the Student Union on the A-State-Jonesboro campus. Staff Senate Vice-President, Brandy Hampton, called the meeting to order at 2:00 pm.

In attendance: Cheryl Richey (Proxy for Paula Broadway), Blake Simmons (Proxy for Todd Clark), Shane Copeland, Misty Cureton, Timothy Cureton, Rodney Davis, Emily Devereux, Adrian Everett, Rosemary Free, Sharon Groves, Jeffery Gulley, Brandy Hampton, James Hart, Matthew Huckaby, Amber Jordan, Randy Martin, Jennifer Novalick, Herbert Ogles, Ashley Parnell, Sheryl Puckett, Judy Reed, Randall Tate, Tammy Webb, Scott Wheat

### **October Minutes:**

Randall Tate motioned to accept the minutes as stated. Randy Martin seconded, all approved.

### **October Treasury:**

The October report was presented by Sheryl Puckett. Items of note included spending money for Christmas applications. All applicants have to be employed for at least six months.

### **Old Business:**

The new overtime rule and tracking will take effect on December 1, 2016.

### **New Business:**

Our first visitor was Katey Provence regarding the on-campus Food Pantry. The Food Pantry was created in February 2015 by the Student Government Association in partnership with Volunteer A-State. The Food Pantry is available to students, faculty, and staff at Arkansas State University. It is no questions asked, they only need your ID card. Recipients can come once a week. Hours are Monday 11 a.m. – 3 p.m. and Thursday 1 p.m. – 4 p.m. The Food Pantry and Angela Daniels are working on an online form for those in need to fill out their requests, then they would only need to provide their name and ID to quickly pick up their items at the Food Pantry. The amount of food they receive is to serve their entire family size for three days. The pantry is entirely ran by students serving these people. They created holiday bags which include all of the ingredients to create a holiday meal for those in need and their families, those were available to all. The pantry is located in the small tan building by the Student Activities Center building. They are also working on a clothes closet, coming next fall, for students who need career-ready clothing. Feel free to bring donations to the pantry. They are in need of hygiene products, school supplies, cleaning supplies, reusable bags, and plastic bags. You can also bring donations to the leadership center. The pantry also needs volunteers during finals. You can email [pantry@astate.edu](mailto:pantry@astate.edu) for any further questions or call Student Life at (870) 972-2055.

Brandy discussed the two shared governance proposals. We first voted on the Evaluation of the Chancellor proposal. Randy Martin motioned to approve the proposal with no comments. Timothy

Cureton seconded, all approved. We then voted on the Sexual Discrimination Grievance Procedure proposal. Timothy Cureton motioned to approve the proposal with no comments. Randy Martin seconded, all approved.

Brandy also discussed the possibility of not having a December Staff Senate meeting. Jeff Gulley motioned to not have the December Staff Senate meeting, Randy Martin seconded, all approved.

**Open discussion:**

There was discussion on a food drive at the Staff Senate event picnic for this year.

Scott Wheat said he was going to update Staff Senate website photos once he receives the pictures.

Timothy Cureton was asked about the Time Clock app. He said that the app was not yet prepared, but you can access the time clock through the web on your smart phone. All questions regarding the Time Clock can be directed to [itswebteam@astate.edu](mailto:itswebteam@astate.edu).

**Report from the Vice-President:**

Brandy discussed the November 17-18 appreciation event at the A-State Bookstore.

Our next meeting will take place on January 18<sup>th</sup>.

With no more open discussion, Randy Martin moved to adjourn. Scott Wheat seconded, and the meeting adjourned at 2:27 p.m.



**Staff Senate Attendance Record**

Last Name	First Name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Broadway	Paula	Present	Present	Proxy	No Meeting	Present	Present	Proxy	No Meeting				
Clark	Catrina	Present	Present	Present	No Meeting	Present	Present	Absent	No Meeting				
Clark	Todd	Present	Present	Present	No Meeting	Present	Proxy	Proxy	No Meeting				
Copeland	Shane	Present	Present	Present	No Meeting	Present	Proxy	Present	No Meeting				
Cureton	Misty	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Cureton	Timothy	Present	Present	Present	No Meeting	Proxy	Present	Present	No Meeting				
Daniels	Angela	Present	Present	Present	No Meeting	Present	Present	Absent	No Meeting				
Davis	Rodney	Present	Present	Present	No Meeting	Proxy	Present	Present	No Meeting				
Devereux	Emily	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Edwards	Katie	Present	Absent	Absent	No Meeting	Absent	X	X	No Meeting				
Everett	Adrian	Present	Present	Absent	No Meeting	Present	Present	Present	No Meeting				
Forrest	Vera	Present	Absent	Present	No Meeting	Present	Present	Absent	No Meeting				
Freer	Rosemary	Present	Present	Proxy	No Meeting	Present	Present	Present	No Meeting				
Groves	Sharon	Present	Proxy	Present	No Meeting	Present	Present	Present	No Meeting				
Gulley	Jeffery	Present	Present	Present	No Meeting	Present	Proxy	Present	No Meeting				
Hampton	Brandy	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Harris	Deanna	Present	Present	Absent	No Meeting	Present	Present	Absent	No Meeting				
Hart	James	Present	Present	Present	No Meeting	Present	Absent	Present	No Meeting				
Huckaby	Matthew	Present	Present	Present	No Meeting	Proxy	Present	Present	No Meeting				
Jordan	Amber	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Long	Jarrod	Present	Present	Present	No Meeting	Absent	Present	Absent	No Meeting				
Martin	Randy	Present	Absent	Present	No Meeting	Present	Proxy	Present	No Meeting				
McCain	Carla	Present	X	X	No Meeting	X	X	X	No Meeting				
Novalick	Jennifer	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Ogles	Herbert	Present	Present	Present	No Meeting	Present	Absent	Present	No Meeting				
Parnell	Ashley	X	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Pettie	Brian	Present	Proxy	Present	No Meeting	Present	Absent	Absent	No Meeting				
Privett	Amy	Present	Present	Absent	No Meeting	Present	Present	Absent	No Meeting				
Puckett	Sheryl	Present	Present	Present	No Meeting	Present	Absent	Present	No Meeting				
Reed	Judy	Present	Present	Present	No Meeting	Present	Present	Present	No Meeting				
Tate	Randall	Present	Present	Proxy	No Meeting	Present	Present	Present	No Meeting				
Turney	Natalie	Present	Present	Present	No Meeting	Present	Absent	Present	No Meeting				
Webb	Tammy	Present	Present	Present	No Meeting	Proxy	Present	Present	No Meeting				
Wheat	Scottie	Present	Proxy	Present	No Meeting	Present	Proxy	Present	No Meeting				

**Proxies:**

May: Debbie Davis proxy for Katie Edwards, Amanda Waters proxy for Deanna Harris, Brian Shelton proxy for Randy Martin, Tony Bittle proxy for Brian Pettie  
 June: Nikki Turner proxy for Sharon Groves, G. Olsen proxy for Brian Pettie, Tracy McMasters proxy for Scott Wheat  
 July: Jo Boyd proxy for Paula Broadway, T. Johnson proxy for Rosemary Freer, Carol Cummings proxy for Randall Tate  
 September: Loretta B. proxy for Timothy Cureton, Robert Bailey proxy for Rodney Davis, Carol Cummings proxy for Matthew Huckaby, Connie S. proxy for Tammy Webb  
 October: Blake Simmons proxy for Todd Clark, Elizabeth Rouse proxy for Shane Copeland, Robert C. proxy for Jeffery Gulley, Brian Shelton proxy for Randy Martin, Leigh Anne Hall proxy  
 November: Cheryl Richey proxy for Paula Broadway, Blake Simmons proxy for Todd Clark

## 2017 Holiday Calendar

**New Year's Day 2017**

Friday, December 30, 2016

**Memorial Day**

Monday, May 29,

**Independence Day**

Tuesday, July 4,

**Labor Day**

Monday, September 4

**Thanksgiving Day**

Thursday, November 23

**Employee's Birthday**

Friday, November 24

**Vacation Day Assessed**

Wednesday, December 20

**Vacation Day Assessed**

Thursday, December 21

**Christmas Eve (Observed)**

Friday, December 22

**Christmas Day**

Monday, December 25

**King's Birthday (Observed)**

Tuesday, December 26

**Washington's Birthday (Observed)**

Wednesday, December 27

**Veterans Day (Observed)**

Thursday, December 28

**12<sup>th</sup> Holiday (Observed)**

Friday, December 29

**New Year's Day 2018**

Monday, January 1

NOTES:

Open Monday and Tuesday. Close on Weds.

Return on Tuesday, Jan 2<sup>nd</sup>.