

Staff Senate Meeting Agenda
Wednesday, December 12, 2018 @ 2:00pm
Executive Board Room 201, Delta Center

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting Minutes
 - b. Treasurer's Report
4. Guest Speakers
 - a. Lori Winn
 - i. Minimum Wage Increase
 - ii. Campus Wide Name Change
 - b. Thomas Hamaker
 - i. Student Opportunity Fund
5. Old Business
6. New Business
 - a. Stephanie Lott – Title IX
 - b. Traci Ellington – Concur
 - c. Rob Gordon, Committee Chair – Constitution/Bylaws Revision
7. President's Report
8. Open Discussion
9. Announcements and Reminders
 - a. The next meeting will be held on January 16 at 2:00pm in the Delta Center Executive Board Room 201.

Staff Senate Meeting Minutes
Wednesday, October 17, 2018 @ 2:00pm
Executive Board Room 201, Delta Center

1. Call to Order – 2:04 pm by Chair Rob Gordon

2. Roll Call - Lauren Adams, Nikki Adams, Spencer Bradley - Absent, Paula Broadway, Jerilyn Bowman proxy for Jon Carvell, Tyler Silvy proxy for Todd Clark, Angela Daniels - absent, Emily Devereux, Sharon Dollar, Traci Ellington - absent, Vickie Gilmer, Robert Gordon, Carissa Griffin, Jeff Gulley, Bekah Hickman, Tiffany Johnson, Lisa Kihlstadius, Robyn Klerk, Jarrod Long - absent, Stephanie Lott, Catherine Miller, Herbert Ogles, Rebecca Oliver, Kelly Ponder, Hope Phillips, Sheryl Puckett, Melody Rainwater, Erika Schroader, Traci Simpson - absent, Victoria Payne proxy for Elizabeth Wakefield, Connie Scott proxy for Tammy Webb, Chad Woodard

3. Routine Business
 - a. Meeting Minutes – Presented with changes for attendance related to Traci Simpson, Bekah Hickman, and Catherine Miller. A motion to accept with changes was made by Robyn Klerk, and seconded by Lisa Kihlstadius. All approved.
 - b. Treasurer’s Report – presented by Sheryl Puckett. No comments were made and these were approved.

4. Old Business
 - a. Sheryl Puckett informed the senate that Santa’s Wolves would be setting up and tearing down the booths at Lil Bit of Christmas and asked for volunteers to help.

5. New Business
 - a. Katey Provence – Back the Pack Campaign – Katey discussed the food bank on campus. All staff and students are eligible for a weekly bag of food and during the holidays may receive an extra bag. They are currently in a drive to raise \$1000 for the food bank to stock the bank with frozen items, as they received a commercial size freezer from the NEA food bank.
 - b. Lori Winn – Time Clock Plus – Lori was not available to attend the meeting this month, and will be at next month’s meeting.

6. President’s Report
 - a. Julie Bates from the system office will be at the November meeting to discuss new benefits.

- b. Rob reported on the plan for the benefits fair and asked for volunteers to help with the staff senate booth, and also asked for ideas for a giveaway.
- c. Rob reported on the process of changing names at the university. He met with Henry Torres, Lori Winn, and Loretta McGregor to discuss a solution to this issue, and Lori is going to type up a formal letter to go out to all staff informing of timeframes to accept request for name changes. He also mentioned that there will be exceptions for names that need to be changed immediately.
- d. Rob handed out a form for donations to United Way. The goal for this year is \$30,000. Last year over \$30000 was raised. These funds can be payroll deducted and the deadline to do so is 11/9/18.
- e. The committee tabled the discussion on Up Til Dawn sponsorship until further information can be gathered from the faculty senate.
- f. The November and December meetings dates have been changed to November 14th and December 12th.
- g. Rob mentioned that the educational stipend is coming up quickly and that a committee needs to be formed to process those applications. If you are interested, please speak with Rob.

7. Open Discussion

- a. Alexis Hurdle reported that the Annual Trick or Treat with the Greeks will be on 10/31 from 4-7 pm the front lawn of the greek housing, unless it rains in which case it will be in Centennial Hall.
- b. Emily Devereaux made a motion to adjourn, and Hope Phillips seconded. All Approved.

8. Announcements and Reminders

- a. The next meeting will be held on November 14 at 2:00pm in the Delta Center Executive Board Room 201.
- b. The Employee Benefits Fair will be held on October 25 from 10:00am – 2:00pm in Centennial Hall.

ARKANSAS STATE UNIVERSITY-JONESBORO STAFF SENATE CONSTITUTION

Mission Statement

The mission of the Staff Senate is to represent Arkansas State University-Jonesboro (A-State) non-faculty employees and to serve in an advisory capacity to the A-State 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 A-State ASU-Jonesboro campus:

- I. Staff Senate representation is based on the six (6) 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 early February 4. 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 A-State employees of Arkansas State University-Jonesboro in an advisory capacity to the A-State 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-thirds (2/3) 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 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.~~

The following shall not be eligible for membership:

- Chancellor
- Vice Chancellors
- System employees
- Librarians (EEO 20)
- Employees in 100% grant funded non-faculty positions
- Employees who hold tenure, or hold tenure-track positions

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 **shared governance constituency groups**. ~~Employees who hold both a staff position and faculty rank are, according to the Faculty Handbook, section 1.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 **(6)** categories which are defined by the equal employment opportunity (EEO) job classifications and shall represent the benefitted employees.

The categories are:

- Service/Maintenance **(EEO 70)**
- Skilled Crafts **(EEO 60)**
- Technical/Paraprofessional **(EEO 40)**
- Secretarial/Clerical **(EEO 50)**
- Professional Non-Faculty **(EEO 30)**
- Executive Managerial/Administrative **(EEO 10)**

*This category is combined with Professional Non-Faculty.

Point 2 - Ratio of Representation

The ratio of representation shall be one (1) Senator representative per every 35 benefitted employees within the six (6) EEO categories, with no fewer than two (2) representatives per category.

The categories are: **(moved up to Point 1)**

- ~~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 **(deleted from list of categories)**

Point 3 – The **Human Resource (HR) Representative's** duties:

- serve in an advisory capacity as a non-voting, ex-officio member
- verify staff employee numbers by EEO category according to **Staff Senate Constitution** Article 5, Point 2 – ~~Representative Apportionment~~ **Ratio of Representation**
- other duties as deemed necessary

ARKANSAS STATE UNIVERSITY-JONESBORO 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~~ **July 1 – June 30**. Representatives will be elected to serve a three (3) year term beginning ~~May 1~~ **July 1**, and ending ~~April 30~~ **June 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 (2) year term and the remaining representative(s) in each category serve a three (3) 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.~~

The election process will be dictated by the Staff Senate Elections Procedures, a separate document containing guidelines for Nomination & Voting Application, Nomination & Election Calendar, and Campaigning Rules.

Point 3 - Re-election of Representatives

Representatives may not hold two (2) consecutive elected terms. Re-elections may take place one (1)

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~~ **if** the Staff Senate is notified of the **a** 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.~~ **If the vacant term is for more than one (1) year, the appointed representative will not be eligible for immediate re-election at the end of the term served. If the replacement is appointed within the last year of the vacant term, the appointed representative may not serve on the Executive Committee for the remainder of that vacant term but will be eligible for election as a Senator in the next annual election.**

Point 5 - EEO Category Changes

A job change that results in the shift of a Senator's EEO category will not result in a vacancy in the Senator's original category. The Senator will continue to represent and serve the EEO category that originally elected him or her for the rest of the term.

Point 6 - Attendance Abuse

If in a term year, a representative accumulates three **Staff Senate meeting** absences, the ~~Staff Senate Executive Committee~~ **will be notified of the absences and determine if they are excused or declare the position vacant.** ~~The Staff Senate may then determine if the absences are excused and may declare the position vacant~~ **will be notified if the position is declared vacant at the upcoming monthly meeting.** 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 7 - Assignment of Proxies

Senators ~~forced to be~~ **absent** from a Staff Senate meeting ~~may~~ **should** 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 **who is not in a 100% grant funded position.**

A proxy is allowed to vote only on issues that are listed on the agenda. A Senator must provide their vote to the proxy in writing prior to the meeting. Proxy voting is not allowed on items that arise during a meeting or were not previously listed on the agenda.

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~~ Shared Governance 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, Parliamentarian, and a representative from the Office of Human Resources.

The Parliamentarian shall be a non-senator individual appointed by the President after the July meeting each year.

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~~ July Staff Senate meeting. ~~Only new and continuing members are eligible to vote.~~ Since officer nominations and elections take place during the July meeting, proxy nominations and votes will only be allowed with written documentation from the Senator. Those receiving the greatest number of votes for each position are declared the officers.

A Senator must be present at the July meeting in order to be nominated and accept their nomination for an officer position.

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. If the Vice President assumes the position of President, an election will be held to fill the position of Vice 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
- serve on campus committees as called upon as President of the Staff Senate
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the Vice-President
- appoint committees ~~and/or members to campus 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.~~
- provide training for new officers elected at the July meeting
- other duties as deemed necessary

B. The Vice President's duties:

- execute the duties of the President in the President's absence
- supervise **organize** the nomination and election process, including:
 - 1) adjust representative apportionment, if necessary
 - 2) **create update** the election calendar in order to fill open seats by **early** April 4
 - 3) supervise **oversee** the counting of ballots and notification to elected representatives
- **maintain election records**
- maintain and keep current the roster of Senators with name, EEO category, term expiration; noting Senators filling vacancies
- implement the Senator replacement process if there is a vacancy
- notify the ~~Staff Senate~~ **Executive Committee** of Senator absences according to Staff Senate Bylaws Article 1, ~~Point 4 - Senate Vacancies~~ **Point 6 - Attendance Abuse**
- 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 **staff listserv** and email distribution list of ~~non-faculty~~ **all** benefitted employees **staff**
- maintain Staff Senate's social media groups
- make all Staff Senate postings on ASU **A-State** 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 **Staff Senate** website **unless otherwise determined by President**
- 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 **(3)** years' meetings on Staff Senate website
- **present an overview of the Staff Senate Constitution and Bylaws at the June meeting**
- 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 **Executive** 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 **minutes and** records
- maintain permanent copies of Staff Senate approved minutes **and records in a campus document imaging system that is securely backed up**
- 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 Parliamentarian's duties:

- proficient in rules of order and the proper procedures for the conduct of meetings
- assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings
- other duties as deemed necessary

H. 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 Staff Senate Constitution Article 5, Point 2 – Representative Apportionment Ratio of Representation
- 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), and Parliamentarian.

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 location, 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 two-thirds (2/3) majority request of the members. All regular monthly meetings of the Staff Senate are open meetings.

Point 2 – Attendance

All meetings of the Staff Senate are open meetings.

Point 2 - 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 3 - 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 4 – Quorum

A simply majority of 51% or one-half plus one (1/2 + 1) of the Staff Senators constitutes a quorum authorized to transact business.

Point 5 – 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 Awards and Recognition Committee
- B. Staff Picnic Committee
- C. Educational Stipend Awards 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 two-thirds (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 two-thirds (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 a minimum of three (3) representatives appointed by the President every three

(3) years reviews the **C**onstitution and **B**ylaws.

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 **two-thirds** (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 2015, **December 2018**

Staff Senate Election Procedures

The following procedures govern the Staff Senate election procedures, including the nomination process. This is a supplemental document to the Staff Senate Constitution & Bylaws and can be amended separately by a vote of the Staff Senate.

Nomination & Voting Application

- Staff Senate utilizes a nomination and voting application built by ITS that pulls information directly from Banner so that it is timely and accurate. This system identifies who is eligible for nomination and who is eligible to vote in each respective EEO category.
- The Staff Senate Vice President has the ability to remove those who are not eligible for nomination within the application prior to the nomination process (i.e. senators who are concluding their three-year term, must sit out a year before running again).
- ITS has built a Banner program to pull the data for all full-time benefited employees that will automatically refresh on a regular schedule in the nomination and voting application. This ensures that new employees that are hired throughout the nominating and voting timeframe are captured and added to the system.
- The nomination function allows all eligible staff in each EEO category to self-nominate or nominate peers in the online application. The system sends out automatically generated emails to each nominee letting the nominee how to accept the nomination.
- Nominees accepting the nomination must agree to a list of election and campaigning rules when accepting the nomination and nominees will attest that they agree to abide by these rules.
- Nominees who accept the nomination must upload a short biography in a text box (limit 250 words). Nominees can also upload a photo and change their name (i.e. David James Smith could list D.J. Smith as their preferred name). If a nominee does not upload a photo their A-State ID photo will be utilized.
- All accepted nominations will automatically become the candidates for the election in each respective EEO category. The Staff Senate Vice President will verify these candidates before voting commences.
- Employees will be able to see all the candidate biographies and photos in their EEO category when voting. The candidates will be listed along with their department (i.e. Name, Department).
- The list of candidates to vote for will be randomized and will not be alphabetical.
- The voting application will remain open for 72 hours after voting commences.
- Both the nominating function and voting function will have a search bar at the top so that voters can easily search for the nominees/candidates of choice.
- Only the ITS team that builds the application and the Staff Senate Vice President will have access to this application to ensure a fair and equitable nomination and voting process.
- For both the nomination and voting process the Staff Senate Vice President of Communication will send out one email to all full-time benefited employees with the link for nominations and the link for voting. The Vice President of Communication will also send one reminder for both the nomination process and the voting process.

Nomination & Election Calendar

- Nominations will occur annually in March and are based on the open seats for each respective EEO category.
- Once a nominee has accepted their nomination they will be considered a candidate and must abide by all campaigning rules.
- Elections will occur annually in April utilizing a voting application developed by ITS.
- Staff Senate Executive Council will determine the calendar dates (3 days/72 hours) for voting each year to correspond to the university calendar.
- Newly elected Staff Senators will observe May and June meetings, but not be formally installed until July when the new fiscal year begins.

Campaigning Rules

- Nominees must agree to the following campaigning rules when accepting their nomination to become a candidate for Staff Senate.
- There will be a designated two weeks of campaigning in April each year prior to the election. Staff Senate Executive Committee will determine the calendar dates (14 days) of campaigning each year to correspond to the university calendar.
- Campaigning may take the form of in-person communications, social media posts, and email communications are permitted. No promotional merchandise, flyers, or print materials are allowed.
- Negative campaigning will not be tolerated.
- Once voting has commenced all candidates may no longer actively campaign. Candidates will be expected to observe a dark period for the 72 hours that the ITS voting application is open.

Adopted by Staff Senate on *Date Month, Year*.