

Staff Senate Meeting Agenda  
Wednesday, July 18, 2018 @ 2:00pm  
Executive Board Room 201, Delta Center

1. Call to Order
2. Roll Call
3. Routine Business
  - a. Meeting Minutes (May and June)
  - b. Treasurer's Report
4. Old Business
  - a. Vera Forrest – Constitution and Bylaws Committee Update
5. New Business
  - a. Stephanie Lott – imPACT Partnership
  - b. Rebecca Oliver – New Senators
6. President's Report
7. Open Discussion
8. Announcements and Reminders
  - a. We will decide via email whether or not the August meeting will take place.
  - b. New Senator photos will be taken immediately following this meeting.

Arkansas State University

Staff Senate Meeting

May 21, 2018

## **DRAFT MINUTES**

The Arkansas State University Staff Senate met on Monday, May 21, 2018 in the Mockingbird Room in the Carl R. Reng Center on the A-State Jonesboro campus. Staff Senate President, Hope Phillips, called the meeting to order at 2:00 p.m.

In attendance: Lauren Adams, Nikki Adams, Spencer Bradley, Paula Broadway, Jon Carvell, Todd Clark (Absent), Angela Daniels, Emily Devereux (Proxy Lily Peschanskaia), Sharon Dollar, Traci Ellington, Rosemary Freer, Vera Forrest, Vickie Gilmer, Robert Gordon, Jeff Gulley, Matthew Howard, Matt Huckaby, Tiffany Johnson, Jarrod Long, Joyce Mann (Proxy Jennifer Brightwell), Herbert Ogles, Rebecca Oliver, Kelly Ponder, Sarah Ponder, Hope Phillips, Sheryl Puckett, Melody Rainwater, Erika Schroader, Traci Simpson, Elizabeth Wakefield, Tammy Webb, Chad Woodard

### **April Minutes:**

Rosemary Freer made a motion to accept the minutes and Paula Broadway seconded, all approved. After the April minutes were approved last meeting an error was found in the attendance section. That error showed Wendy Stotts still on the attendance list. She left and Matthew Howard was completing her term.

### **April Treasury:**

May Treasury report was presented by Sheryl Puckett. The amounts do not include some May transactions for the picnic, name plates and tags, and shirts. The E & G Account (110000-120008-1630) will be swept on 6/30. Jeff Gulley made a motion to accept the minutes and Rob Gordon seconded, all approved.

### **Old Business:**

- Sheryl Puckett – Picnic Committee Update
  - The picnic had around \$7,400 in donated items and on the silent auction we made around \$3,300
  - For the online auction the donation amount is around \$1,500. Bidding is still going on at the time of this meeting.
  - The bake sale only made \$46 this year
  - Overall we are ahead of last years final totals
  - Sheryl asked for thoughts on the location change.
    - All remarks were positive and we would like to be able to continue using the FNBA in the future.
      - Some senators had even received or heard positive feedback during and after the picnic
    - The Picnic committee and FNBA are already discussing next year
  - Left overs were donated to the Salvation Army
- Hope Phillips – Distinguished Performance Awards Update
  - Hope gave the update for Joyce and Janet
  - Between 300 and 375 people attended the awards ceremony this year
  - There was a new type of award given to the retirees this year. It was a portrait of pictures that spelled out “Red Wolves” with the retiree’s information at the bottom.
  - The power bank was also well received and a great surprise

### **New Business:**

- Officer Elections were held. The results are as follows:
  - President – Angela Daniels nominated Rob Gordon and Jeff Gulley nominated Jon Carvell. Rob accepted the nomination and Jon declined. With no other nominees Angela Daniels made a motion to close nominations and accept Rob Gordon as the new President. Jarrod Long seconded and all approved.

- Vice President – Jon Carvell nominated Rebecca Oliver and Angela Daniels nominated Sarah Ponder. Both accepted the nominations and with no other nominees Angela Daniels made a motion to close nominations for voting. Jarrod Long seconded. The vote was taken by secret ballot and Lori Winn, Director of Human Resources, counted the votes.
  - Rebecca Oliver received 16 votes and Sarah Ponder received 11 votes. Rebecca Oliver is the new Vice President.
- Vice President of Communications – Vera Forrest nominated Sarah Ponder and Lily Peschanskaia nominated Todd Clark. Both accepted the nominations (Todd was contacted by Jon Carvell on the phone) and with no other nominees Traci Ellington made a motion to close the nominations for voting. Angela Daniels seconded. The vote was taken by secret ballot and Lori Winn counted the votes.
  - Sarah Ponder received 12 votes and Todd Clark received 15. Todd Clark is the new Vice President of Communications.
  - Sarah Ponder raised a concern about Todd Clark’s nomination because he was absent and a proxy nominated him. Lori Winn was consulted and agreed that since he accepted the nomination by phone and the bylaws did not specify that a nominee had to be in attendance the nomination stood. Sarah will be emailing her concerns to the Bylaws and Constitution update committee for review.
- Secretary – Lily Peschanskaia nominated Elizabeth Wakefield. Elizabeth accepted the nomination. Both Sarah Ponder and Melody Rainwater were also nominated but declined. With no other nominees Angela Daniels made a motion to close nominations and accept Elizabeth Wakefield as the new Secretary. Jarrod Long seconded.
  - Before Elizabeth accepted the nomination and position there was a discussion of duties. Staff Senate will try to get a student worker or GA that can take the actual minutes at the meetings so that Elizabeth can participate during the meetings. It will also be helpful when/if she has to be out for class.
- Treasurer – Angela Daniels nominated Sheryl Puckett. Sheryl Puckett accepted the nomination. With no other nominees Angela Daniels made a motion to close the nominations and accept Sheryl Puckett continuing as the Treasurer.
- There is a new communication tool that the Staff Senate Executive Council will look into using to communicate with all staff across campus instead of having senators send out to a distribution list.
- Benefits – System Update (Angela Daniels and Jennifer Smith from the System Office)
  - We are bidding out the Pharmacy Administration piece of our benefits
    - Looking to use the same formulary the state uses and it will give us control over the formulary and all pharmacies will be reimbursed the same amount
  - We are putting together a bid for our health plan
    - Jennifer and HR would like feedback on what everyone wants to see in a health plan
      - Still working on some details like the type of plan: High deductible plan or Tier plan
    - One thing we know that we want is more coverage/accessibility for mental health, chiropractic care and durable medical equipment.
  - Dependent Audit – a audit will be conducted to make sure every dependent that is claimed as a true dependent of that employee.
    - HR plans to use Open Enrollment to help collect the information
    - In January data will be provided to the selected vendor to contact the employee for additional documentation to confirm the dependent status (such as marriage certificate, birth certificate, tax returns, divorce decree, etc.)
    - This will add up to significant savings for the university as a whole
    - HR will also start requiring these types of documents as part of the hiring process to confirm dependent status

**Report from the President:**

- Time Tracker Task Force – Time Clock Plus has been selected after the task force saw demos of three different time keeping systems
  - Demos with Executive Council, Staff Senate, and SGOC are currently being scheduled
  - HR is still working on an implementation timeline
- Mentoring Program – Melody Rainwater is working a new campus wide program that will help new employees with their jobs and foster collaboration across departments.

**Announcements/Open Discussion:**

- October 25<sup>th</sup> is the Benefits Fair. More details to come

Sheryl Puckett moved to adjourn. Jarrod Long seconded, and the meeting adjourned at 3:12 p.m.

## DRAFT MINUTES

Staff Senate Meeting Agenda  
Wednesday, June 27, 2018 @ 2:00pm  
Executive Board Room 201, Delta Center

1. Call to Order – By Chair, Rob Gordon, at 2:06 pm.
2. Roll Call – In attendance: Lauren Adams by proxy Dennis Timms, Nikki Adams, Spencer Bradley, Paula Broadway, Brianna Brown(Andrews), Jon Carvell by proxy Heather Brake, Todd Clark, Angela Daniels, Emily Devereux, Sharon Dollar, Traci Ellington, Rosemary Freer (Absent), Vera Forrest, Vickie Gilmer, Robert Gordon, Jeff Gulley, Tiffany Johnson, Lisa Kihlstadius, Jarrod Long, Joyce Mann (Absent), Herbert Ogles, Rebecca Oliver, Kelly Ponder (Absent), Hope Phillips, Sheryl Puckett, Melody Rainwater, Erika Schroader, Traci Simpson, Elizabeth Wakefield, Tammy Webb (Absent), Chad Woodard
3. Routine Business
  - a. Meeting Minutes - May Meeting Minutes were not distributed prior to the meeting, and thus, a motion was made by Angela Daniels to suspend the approval of the meeting minutes pending the minutes being sent out by email. Emily Devereux seconded this. All Approved.
  - b. Treasurer's Report – May Treasurer's report from Sheryl Puckett. We have spent down to \$205 dollars, which should be reflected in the June report. We ordered new shirts, certificates, and promotional items. Stipends should also come out in the June report. Our Auction and Bake Sale was included in May's report. Angela Daniels moved to approve and Vera Forrest seconded. All approved.
4. Old Business
  - a. Rebecca Oliver – Updated List of Senators – Rebecca Oliver introduced three new senators. Stephanie Lott to replace vacancy by Rosemary Freer, Brianna Andrews (Brown) to replace Sarah Ponder, and Lisa Khilstadius to replace Matthew Huckaby. The new senators were noted in the handouts that were sent out.
  - b. Angela Daniels – Health Plan/Pharmacy RFP Update –Proposals for Medical and Pharmacy were both due June 25, 2018. We have 5 for medical and 7 for pharmacy.  
Medical: Blue Advantage, UMR, Allegiance (a Cigna company), Coresource (using the Aetna Network), HealthSmart (using the Aetna Network),  
Pharmacy: Blue Advantage (Caremark Network), UMR (Optum Network), Coresource (two options, CVS and MedTrax), Benecard, MedImpact, Scriptcare, MedTraxRx  
The medical submissions have been forwarded to Lori Wimberley and Adrian Epps at Lockton. They will score and identify the top candidates by June 29. The companies selected will be invited to present on July 12. The pharmacy submissions have been forwarded to Christine Hu at Lockton. Her group will score and identify the top candidates by July 17. The companies selected will be invited to present on July 24. Those sessions will probably not be live streamed. If you have questions/comments/concerns, please email them to Rob as soon as possible so that we can be aware of them for the presentations.
  - c. Todd Clark – Website and Communication Update – Todd communicated that the website has been reorganized and invited the senators to go look at the page. On the communications side Todd has been using an email system to send out emails to the staff. This ensures complete delivery across campus at one time. We also discussed the return rate and open rate of the emails were at 46%, which was very good for our first time to send out the email.
  - d. Rob Gordon – Constitution & Bylaws Committee Update – Vera Forrest has been chosen to replace Sharon Groves as the chair. They have done a lot of work already, but Vera will be updated and hopefully have a deadline to move forward by 6/28/18. If you have any suggestions, please email them to Rob.
5. New Business
  - a. Rebecca Oliver – Election Committee Update – The elections committee has met twice and is chaired by Dr. David McKinney. Rebecca was charged to meet with Scott Wheat, Michael

## DRAFT MINUTES

Gonzalez, and Blake for the technological part of it. The committee hopes to have the system up and running by the next election. We are proposing a new nomination and voting application that will pull information directly from Banner so that it is timely and accurate. This would identify who is eligible for nomination and who is eligible to vote in each respective EEO category. The Staff Senate Vice President would have the ability to remove those who are not eligible for nomination within the application prior to the nomination process. ITS is going to request a Banner program to pull the data for all full-time benefited employees that will automatically refresh on a regular schedule in the nomination/voting application. This will ensure that we capture new employees that are hired throughout the nominating and voting timeframe. The nomination/voting application will be 1 application, but have 2 functions: nominating and voting. The nomination function will allow all eligible staff in each EEO category to self-nominate or nominate their peers in the online application. The system will then send out an automatically generated email to each nominee letting him or her know how many times they were nominated and how to accept the nomination. Nominees accepting the nomination will first see a list of election rules (yet to be determined) and when accepting the nomination they will attest that they are agreeing to abide by these rules. After nominees click a button to accept the nomination, they will be required to upload their short biography in a text box. Nominees can also upload a photo and change their name. If a nominee does not upload a photo, we can use their A-State ID photo that is in the system. The 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. The list of candidates to vote for will still be randomized unless we choose otherwise. Both the nominating function and voting function will have a search bar at the top so that voters can easily search for their nominees/candidates of choice. It is recommended that only the ITS team that builds the application and the Staff Senate Vice President 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 can send out one email to all full-time benefited employees with the link for nominations and the link for voting. We should also send reminders once we establish the election calendar and it is approved by Staff Senate. We are working towards a goal of having this in place as a formal proposal by October. Traci Ellington asked if the script has been built to run from banner, and Rebecca responded that it has not. ITS is working on asking permission. Traci replied that there are a few people who have been activated as an employee, but aren't actually employed yet. The committee will need to consider this as they move forward with an automated system.

- b. Rob Gordon – Open Shared Governance Committee Seats – There are 27 seats open out of the 65 that are available. Rob will be sending out an email with open seats. If you know that you want to serve or know someone who would like to serve, please email Rob.
6. President's Report – Title IX office approached Rob about a student organization called imPACT that has formed here on campus. They hope to educate the community on Title IX information. They would like staff to participate in the events they hold. Rob plans to spend the constitution out for further review and discussion at the next meeting.
  7. Open Discussion - None
  8. Announcements and Reminders
    - a. The next meeting will be held on July 18 at 2:00pm in the Delta Center Executive Board Room 201.
    - b. New Senator Photos and a group photo will be tentatively scheduled for July 18. Please wear your staff senate shirt.
    - c. Traci Ellington motioned to adjourn and Paula Broadway seconded it. All in favor. Meeting adjourned at 2:35 pm.

**Arkansas State University  
Staff Senate Treasurer's Report  
June 30, 2018**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
<b>Staff Senate</b>	Balance Forward	\$2,372.84		
	Publications - Certificates for Yrs of Service		(35.00)	
110000-120008-1630	Elite Graphics - Senator Shirts		(334.05)	
	4 Imprint		(1,562.70)	
	Sign Shop		(378.00)	<u><u>\$63.09</u></u>
<b>Santa's Wolves Agency Account</b>	Balance Forward	\$ 3,394.96		
930002-390000-5000	Employee Assistance		(500.00)	
		-	-	<u><u>\$2,894.96</u></u>
<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b>	Balance Forward	<b>\$31,831.84</b>		
200067	June Contributions		676.71	
				<u><u>\$32,508.55</u></u>
<b>Staff Senate Discretionary</b>	Balance Forward	\$17,854.48		
200069	Income from Staff Senate Picnic		4,080.00	
				<u><u>\$21,934.48</u></u>
<b>Staff Senate Educational Assistance</b>	Balance Forward	\$3,338.24		
230139	June Contributions		126.84	
	2018 Spring Stipends		(3,000.00)	
				<u><u>\$465.08</u></u>

## 2018-2019 A-STATE STAFF SENATORS

### Professional Non-Faculty (10 & 30)

Todd Clark	2019
Emily Devereux	2019
Stephanie Lott	2019
Jarrold Long	2019
Jon Carvell	2020
Nikki Adams	2020
Traci Ellington	2020
Hope Phillips	2020
Spencer Bradley	2020
Kelly Ponder	2021
Rebecca Oliver	2021
Angela Daniels	2021
Melody Rainwater	2021
Tiffany Johnson	2021
Elizabeth Wakefield	2021

### Staff Senate Appointments Due to Seat Vacancies

Matt Howard in place of Wendy Stotts – April 2018
Brianna Brown in place of Sarah Ponder – June 2018
Lisa Kihlstadius in place of Matt Huckaby – June 2018
Stephanie Lott in place of Rosemary Freer – July 2018
Carissa Griffin in place of Matt Howard – July 2018
Robyn Klerk in place of Joyce Mann – July 2018

### Technical/Para-Professional (40)

Lisa Kihlstadius	2019
Sheryl Puckett	2019
Robert Gordon	2020
Chad Woodard	2021
Traci Simpson	2021
Vera Forrest	2021

### Secretarial/Clerical (50)

Vickie Gilmer	2020
Carissa Griffin	2020
Robyn Klerk	2020
Brianna Brown	2021

### Skilled Crafts (60)

Herbert Ogles	2019
Jeff Gulley	2020
Lauren Adams	2021

### Service/Maintenance (70)

Paula Broadway	2019
Tammy Webb	2019
Sharon Dollar	2020
Erika Schroader	2021



**Staff Senate Attendance Record  
2018-2019**

Last Name	First Name	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Adams	Lauren	Present	Proxy										
Adams	Nikki	Present	Present										
Bradley	Spencer	Present	Present										
Broadway	Paula	Present	Present										
Brown	Brianna *Replaced Ponder	Present	Present										
Carvell	Jon	Present	Proxy										
Clark	Todd	Absent	Present										
Daniels	Angela	Present	Present										
Devereux	Emily	Proxy	Present										
Dollar	Sharon	Present	Present										
Ellington	Traci	Present	Present										
Freer	Rosemary	Present	Absent	*Retired									
Forrest	Vera	Present	Present										
Gilmer	Vickie	Present	Present										
Gordon	Robert	Present	Present										
Gulley	Jeffery	Present	Present										
Howard	Matthew	Absent	absent	*resigned									
Huckaby	Matthew	Absent	*Resigned										
Johnson	Tiffany	Present	Present										
Kihlstadius	Lisa* Replaced Huckaby												
Long	Jarrod	Present	absent										
Lott	Stephanie *Replaced Freer												
Mann	Joyce	Proxy	Absent										
Ogles	Herbert	Present	Present										
Oliver	Rebecca	Present	Present										
Ponder	Kelly	Present	Absent										
Ponder	Sarah	Present	*Resigned										
Phillips	Hope	Present	Present										
Puckett	Sheryl	Present	Present										
Rainwater	Melody	Present	Present										
Schroader	Erika	Present	Present										
Simpson	Traci	Absent	Present										
Wakefield	Elizabeth	Present	Present										
Webb	Tammy	Absent	Absent										
Woodard	Chad	Present	Present										

**Proxies:**

May: Lily Peschanskaia Proxy for Emily Devereux; Jennifer Brightwell Proxy for Joyce Mann;
Jun: Heather Brake Proxy for Jon Carvell Dennis Timms proxy for Lauren Adams
Jul:
Aug:
Sep:
Oct:
Nov:
Jan:
Feb:
Mar:
Apr: