

**Staff Senate Meeting Agenda**  
**Wednesday, January 23, 2019 @ 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. Old Business
5. New Business
  - a. Secretary Vacancy
  - b. Constitution/Bylaws Revision – Rob Gordon, Committee Chair
  - c. Election Procedures – Rebecca Oliver, Committee Chair
6. President's Report
7. Open Discussion
8. Announcements and Reminders
  - a. The next meeting will be held on February 20 at 2:00pm in the Delta Center Executive Board Room 201.

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

1. Call to Order – 2:02 pm By Rob Gordon
2. Roll Call – Julianna Darvis proxy for Lauren Adams, Nikki Adams, Spencer Bradley, De’Lisa Balentine proxy for Paula Broadway, Jon Carvell, Todd Clark, Angela Daniels, Lily Peschanskaia proxy for Emily Devereux, Sharon Dollar, Traci Ellington, Vickie Gilmer, Robert Gordon, Carissa Griffin, Jeffery Gulley, Bekah Hickman, Tiffany Johnson, Jerilyn Bowman proxy for Lisa Kihlstadius, Jarrod Long, Stephanie Lott, Catherine Miller, Herbert Ogles, Rebecca Oliver, Kelly Ponder, Hope Phillips, Sheryl Puckett, Melody Rainwater, Erika Schroader, Elizabeth Wakefield, Tammy Webb, Amanda Stone proxy for Chad Woodard
3. Routine Business
  - a. Meeting Minutes – Jon Carvell motioned to approve the October minutes. Herbert Ogles second the motion. All Approved
  - b. Treasurer’s Report – October will be emailed out after the meeting. See handout for November’s report. Lil bit of Christmas has already come out and we supported 18 families this year for Christmas out of Santa’s Wolves funds.
4. Guest Speakers
  - a. Lori Winn
    - i. Minimum Wage Increase – A-State plans to transition to the new wage rate of 9.25 per hour on January 1<sup>st</sup>. We hope this helps A-State to recruit and retain good employees. The funds at the department level for hourly workers will not be increase so be sure to account for the money allocated to the department with the hourly employees.
    - ii. Campus Wide Name Change - A-State had a request from all of the shared governance committees that students and employees be able to change their name in the A-State system along with their email address. IT has identified two times per year that name changes can occur. One of those will occur at the beginning of the New Year and another at the end of May. This is for both students and staff/faculty members. We have 4 employees that have requested a change. A senator asked if there would be a campus wide announcement. Ms. Winn stated that they are not making a campus wide announcement for the first run because of the large number they already have. There will be an announcement for the May window. Ms. Winn also stated that it will be the employee or students responsibility to let people know about the change, and that also, blackboard accounts cannot be merged. Students, faculty, and staff will not have access to their previous blackboard accounts,

but that it should not affect training information as that information is on file in HR. Ms. Oliver asked about an update on timeclock plus. Ms. Winn replied that the system is still being integrated and that they are now hoping for a 2/1 rollout date. This software will apply to anyone required to record time.

- b. Thomas Hamaker
    - i. Student Opportunity Fund - Mr. Hamaker was not able to attend.
5. Old Business
6. New Business
- a. Stephanie Lott – Title IX – The Title IX office implemented a new system with AAR to put title IX information out to students on the syllabi. This has caused an increase in title IX reports. Important notes for title IX:
    - i. If you learn about a title IX violation, you should immediately report it to the title IX office. Title IX offenses do not follow the chain of command.
    - ii. Check with the title IX office to see if you are a mandated reporter for the institution. Not all state-employees are.
    - iii. If you hear about a title IX offense outside of work, it is still important to report the offense. Title IX pertains to people associated with A-State, not the place the event occurs.
    - iv. You do not have to call UPD in the event you learn of an incident.
  - b. Traci Ellington – Concur – In July A-State implemented phase I of the concur system which was TA and TRs. We are now moving to phase II of the concur implementation. This phase will allow for t-cards and p-cards to be automatically loaded into the concur system for reporting. This will allow for robust reporting at the university and department level. The timeline for Phase II is a start date of January 1, and to have the first set of p-cards available on April 15<sup>th</sup>. A large change will be that department cards will start to diminish and that personal t-cards will be offered. Only departments with a large amount of student travel would have a department card and the overall college may have a departmental card. A senator asked if these reporting features would be able to flag when more than 7 people are going on a trip. Ms. Ellington stated that there is not a default feature for that, but with the robust reporting we could look at building that in. Another senator asked if administrative assistants would still be the delegate for the departments? This would be left up to the individual departments. There will be additional faculty travel training. A senator asked if a credit report would have to be processed to receive a t-card and Ms. Ellington said that is not the case at this time.
  - c. Rob Gordon, Committee Chair – Constitution/Bylaws Revision – See handout. All additions to the original document are highlighted yellow and colored red and all deletions have been struck through. Next meeting we will read through the document and vote so please bring any comments or questions you may have.

7. President's Report
  - a. President's cabinet – The Faculty Senate president, Staff Senate president, and SGOC chair will be an advisory board for the SGA. The first step to show that we are working together as a cohesive unit is to walk together in the Martin Luther King Jr. parade in February.
8. Open Discussion – Ms. Sheryl Puckett handed out a document showing the new custom designs for ID cards. New ID cards will be free and you cannot use your old pictures.
9. Tracy Ellington motioned to adjourn and Jon Carvell seconded. All approved.
10. Announcements and Reminders
  - a. The next meeting will be held on January 16 at 2:00pm in the Delta Center Executive Board Room 201.

**Arkansas State University  
Staff Senate Treasurer's Report  
December 31, 2018**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/Credit</u>	<u>Remaining</u>
<b>Staff Senate</b> 110000-120008-1630	Balance Forward	\$2,319.68		
				<u><u>\$2,319.68</u></u>
 <b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 11,004.60		
	Santa's Wolves Christmas Families		(8,256.75)	
		-	-	<u><u>\$2,747.85</u></u>
 <b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$26,112.08		
	December Contributions		655.20	
				<u><u>\$26,767.28</u></u>
 <b>Staff Senate Discretionary</b> 200069	Balance Forward	\$22,087.48		
				<u><u>\$22,087.48</u></u>
 <b>Staff Senate Educational Assistance</b> 230139	Balance Forward	\$1,241.43		
	December Contributions		108.09	
				<u><u>\$1,349.52</u></u>