

December 14, 2017  
DSC Room 205D  
10:00 a.m.-11:00 a.m.

1. Welcome and Introductions

* President Richard Harper welcomed Staff Senate members and called the meeting to order at 10:01 a.m.

1. Review Minutes

* Richard Harper asked for review of the minutes. Jack Tipshus motioned for approval, and Paula Baker seconded the motion. Motion was approved.

1. Guest Speakers

* Dr. Mike Watts spoke about tax return assistance and filing for employees. Beginning in mid-January, students from the Department of Accounting will assist in electronic filing for federal and Arkansas state tax returns for employees and students.
* Dr. Mike Kirk, Danna Walters, and Kate Blackwell spoke about the upcoming campus Suicide Prevention Walk on April 7. Every September, Counseling Services holds a Suicide Prevention Week. To better address mental health and suicide awareness, they are holding a Suicide Prevention Walk on campus on April 7. It is also a fundraiser for the American Foundation for Suicide Prevention. They asked Staff Senate to form a team for the event and encourage other staff members to create teams. Mike Kirk also informed the Senate that counseling services are available for employees and veterans through the Employee Assistance Program.

1. Treasurer’s Report – Mary Worthy reported there was $215.12 in the Agency Fund. Staff Senate purchased $1,050 worth of Kroger gift cards for the Helping Hands baskets. Maintenance account has $4750. Professional Development Account has $2,000. Laura McClellan motioned, and Jack Tipshus seconded.
2. Committee Updates

* Blood Drive – No update given.
* Communications – Angelita Faller said she is working on the Staff Senate newsletter and asked for announcements for the newsletter.
* Fundraising – No update given.
* Governance – No update given.
* Helping Hands – Rena Burt reported that Staff Senate is delivering holiday baskets to 87 families. Each family is receiving an extra basket of food and a $15 gift card to Kroger. Extra food will be donated to the Trojan Food Pantry. Rena Burt thanked the committee member for their help. People will pick up the food baskets from 9 a.m. to 3 p.m. Friday, Dec. 15, in Dickinson Hall. Burt asked for volunteers to help distribute the food baskets.
* Issues and Concerns –
* Belinda White reported that Staff Senate could publish the most common questions and answers that come are reported to the Issues and Concerns Committee. She also suggested holding a Lunch and Learn meeting where members of the university can community can ask questions and learn about Staff Senate. White talked about the need to make Staff Senate more transparent by advertising meetings more, perhaps holding a Staff Senate basketball night.
* Richard Harper reported that Staff Senate will be sending out invitations to participate in the monthly meetings to the campus community. Also in January, Staff Senate members will complete an exercise to develop mission and vision statements for Staff Senate.
* A suggestion was made to form an ad hoc social committee to plan engagement and social activities for Staff Senate.
* Professional Development – No update given.
* Staff Awards Ceremony – The first committee meeting will be held in January.

1. Open Forum –

* Staff Senate discussed the issue of new employees who do not have enough vacation time to cover the holiday break. Suggestions were made to encourage employees to donate time to the Catastrophic Leave Bank and to open that to new employees.
* Richard Harper announced that President Elect Drew Glover has stepped down due to increasing professional and personal responsibilities. A special election will be held at the January meeting. Nominations for the President Elect position can be emailed to Richard Harper and Laura McClellan.
* Laura McClellan reported that she has met once as one of the Staff Senate’s representatives to the university budget committee. The committee will review budgetary requests and see how they align with the university’s mission.
* Dara Goad reported that Human Resources is close to completing an employee handbook for staff members.
* Richard Harper proposed moving the January meeting to Jan. 25, 2018.

1. Meeting Adjournment

* Richard Harper adjourned the meeting at 11:03 a.m.

1. Next Meeting

* The next meeting will be at 10 a.m. Jan. 25, 2017, in DSC Room 205D.