



Staff Senate Minutes
Thursday, September 8, 2011

Members Present: Chad Adams, Sharon Carter, Trish Di Lullo, Lynn Frank- Presiding Officer, Bud Gifford, Nicki Johns, Suzanne Sims, Dana Waldrop

Members Not Present: Steve Clark, Penny Roberts, Renee Stanford

Handouts- Agenda, Staff Senate Web Address & Mobile Web Address, E & H Scale Timesheet Draft, Patricia Leonard Information

- 1) Call to Order- The meeting was called to order at 2:05 p.m. in the IT conference room.
- 2) Secretary Announced- Trish will serve as the Secretary for 2011-2013. The Senate thanked Dana for her service as the Secretary for 2009-2011.
- 3) Old Business
 - a) Staff Senate Webpage- The Staff Senate webpage was reviewed and the following suggestions were made:
 - i) Retake the photo with all members
 - ii) Combine the sections for Past Members and Staff Senate Representatives
 - iii) Segment all appropriate areas by two year terms (Agenda, Minutes, Staff Senate Representatives)
 - iv) Add the area of representation after each senator's name
 - v) Constitution- Add the Budget Advisory Committee appointment as a Presiding Officer responsibility.
 - b) All in a Day
 - i) The Center for Lifelong Learning (CLL) or Web Services will be asked to present at the September Full Staff meeting.
 - ii) Other departments will then be scheduled for presentations.
 - (1) Maintenance- after Fiddlers
 - (2) Business Office
 - (3) Alumni/University Advancement
 - (4) Admissions/Records
 - (5) Recruiting
- 4) Update on Administrative Council
 - a) Mobile Website- Rodericus has created a mobile website for ASU that can be accessed by smartphones.
 - b) Wireless Policy/Form- There is a new wireless policy (1700-0929) that also addresses guest access. This form will be used for all requests for wireless access by anyone other than faculty, staff and current students.
- 5) New Business
 - a) Full Staff Meetings/Dates- Lynn will send an Outlook vote for the next Full Staff meeting.
 - b) Speaker Suggestions & Dates- Patricia Leonard and Kelvin Redd were discussed as possible guest speakers. Senators were asked to visit Patricia's website. Campus security and emergency procedures were discussed. All members would like to have a presentation on security issues and standardized safety procedures.
 - c) Staff Development- Lynn F. will talk to Lynne Ingram about professional development grants. In-house professional development suggestions were Argos, AAP/AP/AAR, Outlook, 2010 Office and Keyboard Shortcuts
 - d) ASU Community Service- United Way Day of Caring was discussed as well as the need to continue staff community service for SACS Accreditation.
 - e) New Employees- New employees will be invited to a dutch-treat lunch with the Staff Senate on a quarterly basis at the ASU Grill. Trish will ask Paulette to comp the new employee's meal. Other staff members will also be encouraged to attend and meet the new employees.
 - f) E & H Pay scale Timesheets- All E & H employees will be required to fill out new timesheets starting September 16, 2011.
 - g) Stateline Plate- Trish will ask Andrea to pick-up Tracy's staff award plate from Stateline and place it on the plaque.
- 6) Adjourn- The meeting adjourned at 3:29 pm.