Appalachian State University Staff Senate Minutes

Tuesday, February 10, 2015

Linville Falls Room – Plemmons Student Union

Announcements:
Location for March and May meeting will be in Room #114 at the Library.

Attendance:

Present: Anderson, Carol; Childers, Erin; Church, Lynn; Dale, Patty; Dehus, Sydney; Eckerd, Monique; Grant, Tony; Greene, Carole; Hampton, Heather; Hicks, Sandy; Hyle, Eddie; Jones, Kim; Mitchell, Andrea; Paige, Russell; Sanders, Amy; Scarborough, Barbara; Smith, Janice; Snook, Kevin; Tibbett, Debi; Trivette, Cindy; Young, Vickie; Ziegler, Cathy

Excused: Bachmeier, Mark; Love, Amy; Mann, Kathy; Ray, Kathy; Tedder, Jamie

Absent: Barbee, Diana; Berry, Elaine; Booker, Jeremy; Broere, Courtney; Burleson, Sheila; Carter, Kim; Carter, Leslie; Chambers, Robin; Craft, Betsy; Deas, Eldreth; Chelsie; Kathy; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Gryder, Alice; Harmon, Kara; Harrison, Kathy; Hoffman, Kate; Huffman, Julie; Hyle, Kristin; Jamison, David; Lunsford, Mark; Lyons, Danna; Marshburn, Jason; McCaffrey, Kerri; Patterson, Kevin; Perry, Amanda; Phillips, Travis; Plummer, Grace; Richards, Brooke; Roach, Roy; Sbarbaro, Katherine; Scott, Cathy; Seatz, Janet; Tye, Torrey; Wallin, Charlie; Waters, Robin; Wilson, Emily;

Visitors: None

Meeting was called to order by Amy Sanders at 1:35 p.m.

The minutes from the January 13, 2015 Staff Senate meeting with noted changes were approved by consensus.

Treasurer’s report for January/February was presented and approved by consensus.
Chair Update:

- Speaker will be coming from the Counseling Center today to discuss suicide awareness program that is currently going on here on campus. Thanks to all staff that attended the grief gathering. It was very well attended.
- Chancellor Advisory Committee will be meeting with the Chancellor on April 30th from 9-10 a.m. Please email your questions to Amy (sandersaa@appstate.edu) or Janice (smithja@appstate.edu) no later than April 10th.
- The Legislators visited the campus and made a presentation on the budget and how it will impact the university. Brad Adcock noted that faculty were leaving ASU due to the lack of pay increases, he also mentioned that staff needed raises.
- The Executive Committee discussed forming another committee to handle events for Staff Senate. It was suggested that the committee be combined with Freshman Move-In since their primary event only happens once a year. Barbara Scarborough graciously accepted and embraced the change.
- There has been feedback that Staff Senate is always asking for something. The events and dates were reviewed and the dates will remain as follows: Coat/blanket drive – September; AppKIDS – November; Food Drive – Mid January/February.
- The Gmail conversion is coming...and they have asked that the list serves be reviewed since there are over 480 groups on campus.

HR Update:

Mark Bachmeier, Director of Human Resources, sent the following statement for his update:

*The primary update relates to the Adverse Weather Policy. As implemented, application of the policy (i.e., availability of adverse weather leave/make-up time) is dependent upon severe weather “warnings” issued by the NWS. Last week, we learned that OSHR is considering adding severe weather “advisories,” for conditions that could adversely affect travel, to the policy definition of adverse weather conditions. Apparently, they had already surveyed state agencies and we were asked by GA for our feedback as well. We responded that we would strongly support the addition of advisories to the policy. My understanding is that responses across state agencies have been mixed (about 50/50). This will be on the agenda at our system HR officer’s quarterly meeting next week, so I hope to have additional information then. I will keep you all posted.*

Committee Reports:

- **AppKIDS**: Cindy Trivette announced that the committee was looking at other fund raising activities (working concessions and restaurant events) to compensate for the lack of donations.
- **Communication Committee**: Updates were made to the web site by Sydney and trying to get everything changed over before the google conversion. The committee is working with the Membership committee to update the Staff Senate brochure that is handed out at employee orientation. Sydney encouraged senators and other staff to go on the Staff Senate Facebook page and like it...so we can post events as another means of communication.

- **Chancellor Advisory Committee**: Thanks to the Senators that submitted questions. The committee met with Chancellor Everts on November 18th. The questions and answers along with the questions
that were forwarded to other departments for answers will be posted on line with the January unapproved minutes.

• **Membership Committee:** No report just a reminder that we need representative from all departments if you have someone that is interested in Staff Senate send their names and information to Kathy Mann mnnks@appstate.edu.

• **Scholarship Committee:** No report – as a reminder, please get your monies and unsold tickets to Chelsie Eldreth. Applications for scholarships are on-line and are due by March 15.

• **Quality of Life Committee:** Will meet tomorrow, the flyers will be sent out and the survey will run from February 23-March 16. There will be incentives to take the survey...at the end the staff member will be directed to another link that is 100% anonymous to submit their email address for a drawing for prizes. The goal is a 75% return rate. The questions are the same as the last survey so that the answers can be compared to previous years. The results will be presented to the Chancellor at the April 30th meeting. There may be computers available to take to departments where staff do not have access. Please ask staff to take the time to take the survey...it will be in their best interest to have their responses presented to the Chancellor.

• **Policy Committee:** Kevin Snook; Lynn Church and Tony Grant, have reviewed the IT security policy and agreed to accept and signed off on it on behalf of Staff Senate. The 17 page document is very thorough and will points out that it is your duty to keep your data secure.

**Old Business:**

• Have a Heart campaign will be taking place in February. We will be collecting non-perishable food items to be donated 50% to Watauga Co. Hunger-Health Coalition and 50% to ASU Student Pantry/closet. Please let your co-workers know and post the flyer. Collection points will be the same as the coat/blanket drive.

**New Business:**

• Call for nominations of officers will be taken at next month’s meeting...please let the Membership Committee know names to be placed in nomination.

• Sydney has agreed to run as Treasurer again!!

**Kudos:** None

**Announcement:**

• Watauga Humane Society is having a fundraiser in the Student Union, raising funds for the spay/neuter fund. Check out the items on sale and help contribute to a great service!

**Guest Speaker:**
Elisabeth Cavallaro from the ASU Counseling & Psychological Services presented a review of the program of Survive & Thrive with Apps Intervention Team. The program is a 2-hour interactive in-person training available for staff. Discussing the warning signs and risk factors (verbal and non-verbal) of suicide. The high risk groups are discussed along with resource offerings, interventions, promoting help, how to make sure that there are referrals to counseling, and establishing life lines. Roll playing is a part of the training so you can become comfortable with talking about suicide.

There is an on line training that campus staff can access. The training takes 30-45 minutes to complete. The website has practice skills that are made especially for faculty & staff interaction with students. The skills can be taken in 5 minute increments, so you can stop and return to the training.

Go to preventsuicide.appstate.edu

- Training is available to come to your department for groups of 10.
- There are suicide prevention events taking place in April.
- Off campus students can access the training and use the on line training.
- Encourage your co-workers, staff and students to take the training...if not ASU will lose it, remember it only takes 30 minutes.
- There is Counseling available for Faculty and Staff here at ASU.

Adjournment: Meeting was adjourned at 2:35 p.m.

Upcoming Meetings:
All meetings are held 2nd Tuesday of each month at 1:30 p.m. (Committees meet 1 p.m.)
*NOTE: Date change for April meeting due to Diversity Celebration

March 10th - Call for officer nominations –Library #114
*April 21st - Election of officers – Price Lake Room – PSU – No Speaker
May 12th - Library #114 – Speaker Anna Gaugert, App Summer

- Reminder: It is the responsibility of the staff senators to take the information from the meetings/minutes and inform your department staff members.

- SAVE THE DATE: Installation Ceremony of Dr. Sheri N. Everts on Friday, April 17th at 10 a.m. at the Holmes Convocation Center.