



**Appalachian State University Staff Senate
Meeting Minutes
Tuesday, August 14, 2018
IG Greer Room 224**

1. Call to Order – meeting was called to order by Chair, Katie Howard. Chris Trew made the motion and Kevin Delgado seconded.
 - a. Attendance and Recognize Guests – 34 Senators in attendance and 2 guests (Sharon Bell, Sarah Garrow and Paul Wilson)
2. Approval of April Meeting Minutes – Minutes were approved as written
3. Chair’s Update
 - a. Senator Orientation
 - b. Staff Assembly Update
 - i. Proposed expansion of summer school
 - ii. Annual raise process
 - iii. Bonus leave
 - iv. IT voluntary SHRA to EHRA
 - v. Paid Parental Leave
 1. App State can get involved through Family Support Alliance
 - c. Black & Gold Convocation Monday, 8/20, be there at 9:30am, Rm 62, Holmes Center
 - d. Campaign for more employees to opt-in to StaffAnnounce Google Group
 - e. Monthly Communication Template
 - f. Staff Assembly Oct. 15-16 with SS update given at Nov. 1 SS meeting
4. Treasurer’s Report

| 5. Account Name | Account Number | Balance |
|--|----------------|-----------|
| State Funds | | |
| Operating Fund | 109130 | 1,301.53 |
| Special Funds Account | | |
| Associated Scholarship Fund | 990155 | 310.43 |
| Receipt Supported Fund | 990158 | 936.57 |
| AppKIDS (non foundation) | 990152 | 8,631.99 |
| Foundation Accounts | | |
| Foundation AppKIDS fund | 992568/227202 | 10,056.96 |
| Appalachian Staff Current Scholarship | 993465 | 1,991.64 |
| ASU Staff Endowed Scholarship Fund - Principal | 994931 | 20,037.63 |

| | | |
|---|-----------------|-----------|
| ASU Staff Endowed Scholarship Fund - Earnings | 995931 | 5,767.94 |
| Endowed Scholarship Fund - Total Assets | 994931 & 995931 | 25,805.57 |

5. HR Update
 - a. 2% SHRA increase to eligible employees approved
 - b. \$31,200 annual state minimum applies to UNC System employees
 - c. Communication from HR will be forthcoming
6. Committee Updates
 - a. Committee Sign up Sheet pass around
 - a. Events
 - i. Fall Move-In (Paul Wilson) – Friday, Aug. 17
 - ii. AppKIDS (Kara Harmon) – Nov. 30, increasing to 100 kids this year, \$600 raised so far through mailing
 - b. Quality of Life (Jim Dees) – will be sharing results of engagement survey coming out this Fall and will discuss solutions.
 - c. Staff Recognition (Chris Trew) – Shout Out recipients are out for July
 - d. Policy and Constitution (Geraldyn Mitchell) – will be acting as proofreading consultants for outgoing SS communications as needed.
 - e. Fundraising (Kelli Wilson)
 - i. Rebranding Kudos Fund
 - ii. Concessions – 6 games, need 10 people per game
 1. First Home Game - September 15
 - f. Marketing (Becky)
 - i. Reinvigorating Suggestion Box – rebranding it as suggestions, concerns and questions.
 - ii. Organizing branding of SS communications using Hootsuite – Elyssee Gibson working on this.
 - iii. Social Media Calendar – Elyssee Gibson created one. Will be scheduling posts and promoting SS events and messages.
 - iv. New Employee Orientation – Janice Smith organizing.
7. Old Business
8. New Business
 - a. Chair-Elect Nominations – encourage Senators to come forward for this important role.
 - b. Monthly Communication Template – key takeaways will be sent out soon to forward on to your division constituents.
9. Adjournment – meeting was adjourned at 2:50 p.m. Clint Coffey motioned to adjourn and Kevin Delgado seconded.
10. Open Comments
11. Mark your Calendar
 - a. Friday, Sept. 7, Faculty and Staff Meeting, 124 A&B RCOE, 2:00 p.m.
 - b. Next Meeting: September 11, 2018, 1:30 p.m., 124 IG Greer
 - c. A representative from SEANC will be our guest speaker for Sept.
 - d. Matthew Dockham, Director Of External Affairs & Community Relations, will be our guest speaker for December.