Appalachian State University Staff Senate Minutes

Tuesday, September 9, 2014
Linville Falls Room – Plemmons Student Union

Announcements:
Still NEED Chair elect – We NEED you!
Next Month’s Meeting will be held on October 21st at 1 p.m. in Linville Falls Rm. PSU
Staff Appreciation Breakfast will be on October 31st.

Attendance:

Present: Berry, Elaine; Booker, Jeremy; Burleson, Sheila; Childers, Erin; Dehus, Sydney; Eckerd, Monique; Eldreth, Chelsie; Greene, Carole; Gryder, Alice; Hicks, Sandy; Hyle, Eddie; Jones, Kim; Mann, Kathy; Marshburn, Jason; McCaffrey, Kerri; Mitchell, Andrea; Paige, Russell; Ragan, Greg; Sanders, Amy; Sbarbaro, Katherine; Scarborough, Barbara; Scott, Cathy; Smith, Janice; Snook, Kevin; Tibbett, Debi; Trivette, Cindy; Tye, Torrey; Whittington, Kathy; Ziegler, Cathy

Excused: Church, Erin; Dale, Patty; Grant, Tony; Ray, Kathy; Tedder, Jamie; Young, Vickie

Absent: Barbee, Diana; Broere, Courtney; Calderwood, Barbara; Carpenter, Erin; Carter, Kim; Carter, Leslie; Chambers, Robin; Craft, Betsy; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Harmon, Kara; Harrison, Kathy; Hicks, Loyd; Hoffman, Kate; Huffman, Julie; Hyle, Kristin; Jamison, David; Kane, Sheryl; Kuhn, Dawn; Love, Amy; Lovin, Denise; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Merrell, Donna; Moore, Lisa; Parnell, Regina; Perry, Amanda; Probst, Elizabeth; Ragan, Greg; Reese, Joyce; Richards, Brooke; Riedl, Tess; Roach, Roy; Saunders, Shannon; Seats, Janet; Travis, David; Triplett, Debbie; Walker, Pam; Wallin, Charlie; Waters, Robin; Watson, Lisa; Wolcott, Kelley; Wyatt, Jeni
Visitors:  Emily Wilson, HR; Denise Foutz, Controllers Office; Kathryn Dewhirst, Student Accounts

Meeting was called to order by Amy Sanders at 1:30 p.m.

Amy welcomed our guests and introduced our guest speaker Tom VanGilder, Technology Support Director and his staff, Donnie and Bob. They presented an informative demonstration on “Telecommuting”.

- It is first and foremost that staff obtain approval from their supervisor for any telecommuting off campus.
- Telecommuting allows staff to access from your home computer or tablet outside the campus ASU virtual desktop, with access to software, programs and your desktop files on the departmental drive or your personal drive. You can also print to your printer at your office.
- You can use telecommuting for the Winter Break Closure (with your supervisor approval) as stated in the April 30th memo to faculty and staff.
- You start by going to udesk.appstate.edu
- You will need to install VMware horizon view client to your computer or tablet being used off campus.
- The presentation will be accessible through the Staff Senate website with a link to the power point.
- If you need technical assistance you can call IT from your home or office…Bob gave staff his personal cell number 828-773-4174 and he will help walk you through the process or you can access information by going to the tutorial page located at http://support.appstate.edu/answers?tid_3[]=15&tid[]=19&body=udesk
- It is suggested that you use Chrome browser

The minutes of the September 9, 2014 meeting were approved by consensus.

The Treasurer’s report was approved by consensus.

Chair Update:

- Still need a Chair-Elect!

- Committee Sign Ups…please remind your co-workers that they do not have to attend a meeting, be active as a committee member or volunteer with one of our committee functions. Take time to review the committee sheets and sign up or take your name off the list if you no longer wish to serve on that committee.

- Thanks you to those that worked the Staff Senate tailgate at the home opening football game…and a special thanks to Greg Lovins for the receipted supported funds for the purchase of the food.
• Thanks to all the staff that attended the Staff/Faculty opening meeting

• Thanks to all staff that attended Convocation and walked as a group.

• The present and past officers held a planning retreat on Monday and set the goals of increasing membership, surveying staff senators as to why they are not attending the meetings and if they need help to attend the meetings.

• Kathy Mann and others will review the committees to access where we need additional senators/staff. Reminder...you do not have to be a senator to serve on a committee.

• The time of the Staff Senate meetings will change next month to allow time for the committees to meet 30 minutes before the regular meeting. The committees will meet from 1-1:30 p.m. and the regular meeting will be from 1:30-2:30 p.m.

• The next meeting will be on October 21st due to a Staff Assembly meeting on the 14th. Greg Lovins will be the guest speaker.

• The meeting schedule for 2014-15:
  November 11th – Linville Falls Rm. – PSU
  December 9th – (Holiday Gathering) Table Rock Rm. – PSU
  January 13th – Linville Falls Rm. – PSU
  February 10th – Linville Falls Rm. – PSU
  March 10th - TBD
  April 14th - TBD
  May 12th - TBD

• It is the responsibility of the staff senators to take the information from the meetings and inform your department staff members. At the end of each meeting the highlighted items will be reviewed and an email will be sent to remind you of the information to share with your department.

**HR Update:**

Mark Bachmeier, Director of HR stated that he has been observing for the last 30 days and the mission of Staff Senate is in line with the HR mission...to ensure all staff work in a positive respectful atmosphere with opportunities for their own professional and personal development. He welcomes input, both solicited and unsolicited.

He is in the process to getting up to speed with the State and AppState policies & procedures.
He will be setting priorities but has already seen the need for staff training and personal development. He will look at HR processes and will try to streamline them and make them more “paperless”. He feels that there is a need for communication to be more effectively and wants people to be more engaged.

He asked the staff for a favor...he is planning to visit the different workplaces across campus and when he stops by he would like the staff senators to introduce him around.

Committee Reports:

- **Freshman Move-In**: Alice Gryder reported that it went smoothly...and would like all of those that volunteered their time. Barbara Scarborough has agreed to be the Chair of the committee next year.

- **AppKIDS**: Cindy Trivette reported that the school supplies collection is underway for K-12 and the donations are down. They still need supplies and will continue to take donations, please send them to Janice Voss in the Graduate School (JET Building-2nd floor). Glue sticks and colored markers are needed most. The fall fund raising envelopes will be going out next week and ask staff to be on the lookout for them to make sure they are passed around their department for donations. The goal is $160/student or a total of $15,000.

- **Communication Committee**: Sydney Dehus and Katherine Sbarbaro will be having all updates sent to them. They will be formatting a new Staff Senate newsletter and it will be a one page “paper” newsletter so that staff can post it in their departments. The goal is to have the first newsletter out by the October 21st meeting.

Other Announcements:

- No update on the adverse weather policy change working its way through the legislature process with the General Assembly, more information hopefully will be available at our next meeting.

- Volunteer at the ASU Homecoming Blood Drive handing out water and information as a community service project on September 24th at the Holmes Convocation Center.

- Amy Sanders is serving on the search committee for the Athletic Director and would appreciate input from staff. The first search committee meeting will be held next week. Input, suggestions, concerns can be sent to Amy via the suggestion box found on the Staff Senate website.

New Business:
Kudos: Kudos go to “Staff in Training” Devon and Kylee Snook (Kevin’s daughters) that helped with the Staff Senate tailgate at the opening football game. They were a GREAT help and worked tirelessly… and brought “spirit” to the event!

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

Upcoming Meetings:

- October 21st meeting will be in Linville Falls room in the PSU with guest speaker Greg Lovins, Vice Chancellor of Business Affairs. **REMEMBER COMMITTEES WILL BE MEETING AT 1 P.M. PRIOR TO THE REGULAR MEETING**

- November 11th – meeting will be in Linville Falls room in the PSU – Guest Speaker TBD.