Appalachian State University Staff Senate Minutes
Tuesday, December 10, 2013
Plemmons Student Union, 420 Parkway Ballroom

Mark your calendars:
- Dec 24-27, Jan 1 - state holidays – university closed
- Next meeting: Jan. 14, 1:30pm, PSU Linville Falls Room

Attendance:
Present: Anderson, Carol; Church, Lynn; Eckerd, Monique; Eldreth, Chelsie; Gainey, Courtney; Grant, Tony; Hicks, Sandy; Hoffman, Kate; Love, Amy; Mann, Kathy; McCaffrey, Kerri; McInturff, Jackie; Miller, Angie; Mitchell, Andrea; Paige, Russell; Perry, Amanda; Ragan, Greg; Sanders, Amy; Sbarbaro, Katherine; Scarborough, Barbara; Smith, Janice; Snook, Kevin; Tibbett, Debi; Trivette, Cindy; Whittington, Kathy Wood, Angel; Ziegler, Cathy
Excused: Bentley, Teresa; Carriere, Debbie; Deas, Kathy; Ray, Kathy; Richards, Brooke; Tedder, Jamie
Absent: Barbee, Diana; Berry, Elaine; Burleson, Sheila; Carpenter, Erin; Carter, Kim; Carter, Leslie; Craft, Betsy; Dale, Patty; Dehus, Sydney; Eggert, Gloria; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Gryder, Alice; Harmon, Kara; Harrison, Kathy; Huffman, Julie; Hyle, Eddie; Hyle, Kristin; Jamison, David; Lambert, Jamy; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Merrell, Donna; Parnell, Regina; Piazza, Joseph; Probst, Elizabeth; Roach, Roy; Saunders, Shannon; Scott, Cathy; Stocker, Thomas; Tickle, Jeff; Travis, David; Wallin, Charlie; Waters, Robin; Watson, Lisa; Young, Vickie
Visitors: Becky Morris, Adult Basic Skills Professional Development/Curriculum & Instruction

Minutes:
1) **Meeting was called to order** by Kevin Snook at 1:52pm after taking the annual Senate photo.
2) **Approval of minutes**: The November 12, 2013 Staff Senate meeting minutes were approved by general consent with no changes.
3) **Treasurer’s Report: Monique Eckerd** – The Treasurer’s Report was approved by general consent with no changes.

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4) Chair’s Update – Kevin Snook:
   a) Nominations are currently being accepted for the W. H. Plemmons Leadership Medallion, which honors faculty, staff, and student leaders whose work enriches the quality of student life and learning outside the classroom.
   b) Chancellor’s Search Update – The committee is currently reviewing candidate CVs.

5) HR Update – Angie Miller:
   a) The General Administration has agreed to cover up to 25% of an employee’s annual salary if he/she serves as Staff Assembly Chair, per a memo issued on Dec. 6.
   b) NC-4: A recent campus-wide e-mail notified employees of withholding allowance changes for state taxes for state income only. HR cannot legally give anyone tax advice on how to fill out an NC-4, so staff members need to talk to their tax preparer.
      i) Question from Carol Anderson: Undergraduate students cannot work after Reading Day. What happens if they do not find out about the withholding changes until after their last day of work? Angie Miller: If they do not file a new NC-4, they will default to the single/zero withholding bracket, but they can submit a new NC-4 at any time next year.
      ii) Question: Is there any penalty if you do not meet the January 15 deadline [for filing a new NC-4]? Angie: No, you will just default into the single/zero withholding bracket. However, keep in mind that if you under-withhold, the state will assess a 50% penalty.

6) Committee Updates:
   a) AppKIDS – Cathy Ziegler:
      i) Contributions were routed through the ASU Foundation office, though that was not the intention of the committee. Did any AppKIDS volunteers or Senators hear feedback from staff members about letters received from ASU Foundation? Snook: Some of the trustees who donated mentioned receiving thank you letters from the foundation.
   b) Winter Break Closing Committee Update – Monique Eckerd: The committee received comments on their draft on Monday of last week and had four days to review it. Lynn, Debi, and Monique returned a marked-up copy last Friday. Their recommendation included results and comments from the staff survey about winter break, along with a breakdown of options for handling winter break, and a request that a schedule be published as far in advance as possible if closures are planned. Some schools provide a five-year plan. Hopefully a plan will be approved at the next meeting of the Chancellor’s cabinet.
c) Chancellor’s Advisory – Angel Wood:
   i) The committee met before Thanksgiving. They are currently revising minutes and will send
      them to the Senate when they are finished.
   ii) Kevin Snook: Since Angel is stepping down, the Chancellor’s Advisory committee will be
       seeking a new chair soon.

d) Scholarship Committee – Chelsie Eldreth:
   i) Dining Cards: 95 cards have been distributed; Chelsie only has 2 left. If you have cards and
       do not think you can sell them, it is fine to send them back to Chelsie. If you need more to
       sell, let Chelsie know. It is okay to send Chelsie checks through campus mail, but please do
       not send cash.

e) Winter Coat, Apparel and Pet Blanket Drive – Russell Paige: If you have coats that need to be
   picked up, let Russell know. The deadline to get donations to him at the library is December 12.

7) Adjournment: Amy Sanders made a motion to adjourn, seconded by Tony Grant. The business
   meeting adjourned at 2:06pm and was followed by the annual Staff Senate holiday party.

Respectfully submitted,
Amy Love, Secretary