



**Staff Senate Minutes**  
**Friday, January 10<sup>th</sup>, 2014**

**Members Present:** Chad Adams, Laura Allen, Cathy Brett, Suzanne Sims, Dana Waldrop, Lynn Frank, Damon Lares, Nicki Johns, Nancy Croomes

**Members Absent:** Penny Roberts, Trish Dilullo

**Handouts:** Staff Senate Constitution, Employee Code of Ethics and Professional Responsibilities

- 1) **Call to Order:** Meeting called to order at 1:36pm
- 2) **New Business:**
  - a) **Staff Appreciation Luncheon**
    - i) Hawaiian theme – April 23<sup>rd</sup> – start at 11:30
  - b) **Community Service**
    - i) Carnation sales and delivery. Each staff senate member will receive tickets to sell. Contact Damon if you need more tickets. Decision was made to apply proceeds to the Limestone County Churches Involved food bank.
  - c) **Professional Development:**
    - i) FISH will be in March and possibly another workshop in the Fall 2014.
  - d) **BOT Meeting**
    - i) Meet and greet from 12-1. Everyone encouraged to come and visit with the BOT before their meeting. Everyone is welcome to attend the meeting.
  - e) **Employee Code of Ethics and Professional Responsibilities:**
    - i) Dr. Cromwell asked the staff senate to look over to see if changes need to be made. We have until the end of January to get the revisions in.
  - f) **Staff Senate Constitution**
    - i) Everyone is encouraged to read over this document and send feedback to Damon ASAP.
  - g) **Employee Code of Ethics and Professional Responsibilities**
    - i) Look over policy. Clarifications are needed for all departments.
  - h) **ASU Family E-Mails**
    - i) Who should use this area? When should it be used?
  - i) **Evaluation of Administration**
    - i) Should we not start this process from the bottom up? No policy in place as to who investigates/evaluates VP, Deans, President, etc.
  - j) **Announcements:** Retirement Seminar Jan. 22<sup>nd</sup>
  - k) **Adjourn:** The meeting adjourned at 2:30pm.