I. Call to Order and Establishment of Quorum.

The meeting was called to order and a quorum established at 3:00 p.m. by Patrick Dierschke.

Senators present: Shonda Brooks, Patrick Dierschke, Paula Dowler, Johnny Fira, Pam McKnight, Meghan Pace, Pat Payne, Annette Roberts, Lisa Sheppard, and Judy Stanley

Alternates present: Jessica Manning

Visitors signed in: Becky Brackin, Crystal Braden, Donna Callinan, Tonya Drost, Jesse Gomez, Steve Klein, Kurtis Neal, Katie Plum

II. Mr. Steve Klein

Mr. Klein, Associate VP for Enrollment Management, spoke about his position at ASU, and the vision for student retention and establishing benchmarks for growth, and identifying areas that will increase enrollment.

Patrick Dierschke inquired if data had been identified as to why ASU’s retention rates are low. Mr. Klein indicated there is not one issue which can be isolated, but that as an institution, changes need to be made to encourage students to share their concerns, and to have a pro-active means of addressing those concerns.

Meghan Pace inquired if Admissions was taking over SOAR (Student Orientation, Advising and Orientation). Mr. Klein indicated that significant changes will be made to SOAR –specifically that the changes will focus on academics as opposed to student affairs. The program will continue to morph over the next few years. Dates for this year’s SOAR’s have been announced in an email. The changes will focus on retention issues the university is experiencing now. SOAR will not be mandatory this year, but will be for students entering in Fall 2011.

III. Approval of Previous Meeting’s Minutes.

The minutes of the previous meeting held November 16, 2009 were presented for approval. Meghan made a motion to accept the minutes as presented, and Pat Payne seconded the motion. It passed unanimously.

IV. Treasurer’s Report.

Annette Roberts reported the Staff Excellence Account has a balance of $3,700.00. The Staff Senate Account has a balance of $1,209.68 after spending $90.32 on the December Staff Senate Social.

V. Committee Meetings

No information to report regarding committees.
VI. Unfinished Business

a. Staff relations committee social on December 14th in Facilities Management was very well attended. The next social will be held in March. It was suggested that the socials be held on the first Friday of each month with the exception of January, February and August.
b. VPAA/VPSAS searches will start over as the first round of candidates as the first search did not result in filling the positions.
c. 31 staff employees were nominated for Staff Excellence Awards. The nominee luncheon will be on February 8 at 12pm. The use of the on-line nomination system was very successful. The Staff Excellence Awards ceremony is February 16 at 10 am in the CJ Davidson. A motion was made by Paula Dowler to accept the Staff Excellence Committees suggestion to begin a perpetual plaque in the UC for Staff Excellence Award Recipients. Shonda Brooks seconded the motion.
d. Password Security requirements are in place.

VII. New Business

a. ASU mobile apps are available for iphones or web-enabled devices. Patrick Dierschke did a demonstration on how they work.
b. TelegRAM is a work in progress and has been well received.

VIII. Miscellaneous

a. W-2's are available on line.
b. Moves into the portable buildings – East and West Annex are being done.
c. A suggestion was made anonymously to the suggestion box regarding closing the university for Spring Break. The suggestion will be forwarded to the appropriate committee for resolution.
d. Paula Dowler announced a need for families to house exchange students. Two homes were still needed.

Adjournment

Shonda Brooks made a motion to adjourn the meeting, and Judy Stanley seconded it. The motion passed unanimously. Patrick Dierschke adjourned the meeting at 4:14 p.m.

Respectfully submitted,

Annette Roberts
Secretary/Treasurer