

STAFF SENATE

Friday, September 4, 2015
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by Vice President Moffit on Friday, September 4, 2015 at 10:00 a.m. in Rm 115 of the Allied Health building.

ROLL CALL

Senators Present:

Sandra Anderson
Faith Johnson
Jennifer McIntare
Sharyl Moffit

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve minutes as read was made by Sandra Anderson, seconded by Jennifer McIntare and all approved.

HANDOUTS

Vice President Moffit provided a list of staff birthdays and a go2knowledge.pdf printout with the meeting agenda previously emailed.

NEW BUSINESS

- **Second Question Pro Survey**– Staff Senate reviewed highlighted areas from the last survey that were in need of further clarification from the staff. In addition it was asked to poll staff using the second survey to identify which of the many training sessions within the www.go2knowledge.org/atu-ozark website are most desired by staff. Sandra Anderson motioned for Faith to put together a survey for review during the next meeting, motion was seconded by Jennifer McIntare and all approved.
- **Mentor Program**–Having members absent Mr. Bogue will instead join the Staff Senate Meeting in October. It was also suggested by Vice President Moffit that during his visit he also be asked to speak about access to NISOD webinars to audit topics and pick which ones would be of most interest to staff. These webinars would likely be offered once maybe twice a semester. It was also suggested to consider the Allied Health Building Rm 115 as a possible location for the webinars.
- **Birthday Cards**–Vice President Moffit asked each member to bring a box of birthday cards for the next meeting. Jennifer McIntare offered to deliver birthday cards to ATCC when needed.
- **Potluck Survey Notes**–Vice President Moffit read the survey results. The potluck survey revealed a need for the following professional training in addition to the list already created from the first Question Pro survey: Quick Tips/Shortcuts, Banner Manuel, Retirement, IRA, Project Management, Cross Team Communication, Agency Training, Foundation Goals and Practices, Communication between campuses, iPad in business & classroom, and budget. Faith will enter the results into a spreadsheet for a handout during the next meeting.
- **Employee of the Month Parking Reserve Sign**–Faith motioned to table further discussion of the purchase of an Employee Reserve Sign until the next meeting with more

members present and more information, Jennifer McIntare seconded the motion, all approved. It is understood per Mrs. Nehus that the Staff Senate Budget should be in the amount of \$1200 for the year but the group still has questions of when the money will be made available and what other items should be considered before allocating funds.

- **Leave Policy with Disability Policy**–Jennifer McIntare asked about the policy of Leave with Disability. She asked to confirm that all leave must be taken before able to file Disability. Vice President Moffit discussed that the understanding of the policy is that in order to gain Catastrophic Leave one must take all leave first but can still file FMLA Disability because it is a state rule. FMLA does not pay out anything it is just to help secure your position during your leave of absence. If someone misses 5 or more days they must file FMLA. Vice President Moffit suggested that a Human Resource Representative be asked to join in a future Staff Senate Meeting to clarify information.
- **Leadership Ozark Campus Group**–Mr. Sikes is requesting the creation of a Leadership Ozark Campus group. The purpose for these individuals is to learn the internal aspect or interworking of the campus. This group will be led by the Staff Senate under the direction of Mr. Sikes. Applications or recommendations are to be expected. It is undetermined whether this group may include faculty or mainly staff. Expected number of members is five to six people and the focus will be completely internal nothing outside the campus for example a meeting with Dr. Bowen, ATCC, and Chief Officers with Mr. Sikes. It is also understood the individuals will likely meet once a month. The idea is to provide these members a closer look at the individual areas of the campus, such as Student Services, Academic Affairs and more, then show how these areas interconnect to make the campus what it is as a whole. It was also mentioned that Dr. Bowen’s Chief of Staff, Dr. Jeff Mott, may also provide some Professional Leadership Training.
- **Potluck**–Sandra Anderson motioned, Mrs. Nehus seconded, all approved to host the next staff potluck Oct 16th from 11:30 a.m. to 1 p.m. during Fall Break. Staff Senate members agreed it may be best to schedule an information session ahead of the potluck to serve as an incentive for attendance.

ANNOUNCEMENTS

- Tanya Martin in Human Resources will be hosting a Sexual Assault and Maltreatment workshop this month.
- Staff Award topic will be discussed when all members are present in the next meeting.

OLD BUSINESS

- **Date for the Non Credit Assessment Meeting:** Members suggested that Fridays are better but a date, time and location has yet to be determined. Non-Credit Assessment –the group created a list of Professional Development topics. Here is the group’s compiled list of Professional Development prior to the additions gained from the potluck survey:
 - Excel
 - Banner
 - ARGOS
 - Blackboard
 - Office Etiquette
 - Employment Law
 - Supervisor Training
 - Team Building

- **Student Waiver Information Status**—Julie Schmalz, per Staff Senate member’s request on behalf of concerned staff, looked into why staff waivers are posted so late in the semester. It was informed that the waivers are not considered guaranteed money like that from say TAA. With TAA once an authorization is filed TAA pays whether the student finishes or not. Waivers on the other hand are not considered earned money until the student is past the 11th class day of the semester. The question that staff now have is why the waiver cannot be placed on the account up front to accommodate student’s or dependents thriving on loans and then just remove the waiver thus causing a balance owed similar to the PELL process if the student or dependent does not attend past the 11th class day. Though the waiver will tend to tuition and cause a refund later once the waiver posts it will not accommodate the additional interest costs of the money temporarily taken out above the costs of books until the waiver posts. Having the waiver posted up front would help eliminate borrowing additional loan money to cover tuition that the waiver will tend to later in the semester. Staff Senate is not sure at this point which direction to go with this new information so will look to present it to the Administration for consideration.

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, October 2, 2015 at 10 a.m. in Room 115 of the Allied Health Building unless a move is needed.

ADJOURNMENT

Jennifer McIntare motioned, Mrs. Nehus seconded, and all approved the motion to adjourn at 10:50 a.m.

Respectfully submitted,
Faith Johnson, Secretary