

Staff Senate Minutes

July 11, 2018

**CALL TO ORDER**

President Tammy Guarino called the Arkansas Tech Staff Senate meeting to order on Wednesday, July 11, 2018 at 10:00 am in Baz Tech 204.

**ROLLCALL Senators Present:**

Angie Bell Josh Carey Pam Cooper Pam Dixon

Andrea Eubanks Tammy Guarino Braxton Lay Dona Kirkpatrick

Chelsea Martin Michelle McMinn Tera Simpson Hope Vilavanh

William Titsworth

**Senators Absent:**

Rachel Alexander James Higgs Ben King Clay Moore

Tammy Rye Alexis Scrimshire Denise Wallis

**Visitor(s):**

Thomas Pennington, Associate VP and Counsel to the President

Jennifer Thomas, ATCC Representative

The minutes from the May 2, 2018 meeting were distributed electronically and at the meeting. Senator McMinn filed a motion to accept the minutes and Senator Martin second the motion.

The minutes were approved.

President Guarino introduced Mr. Thomas Pennington, Associate VP and Counsel to the President. Mr. Pennington thanked the sub-committee for their dedication and hard work on the handbook. Mr. Pennington explained the policies of the Staff Handbook to the Senate. A handout was provided with four options to review regarding the Attendance Policy and Point System. President Guarino called a special meeting one week from today to vote on one of the options provided for the Attendance Policy. Let it be recorded Staff Senate will meet on July 18, 2018 to vote.

President Guarino contacted the Health and Wellness Center to verify the status of services provided to employees. As of August 1, 2018, the Health and Wellness Center will provide services to students only. The Staff Handbook will be updated.

**Old Business:**

President Guarino followed up by thanking the Staff Handbook Sub-Committee and Mr. Pennington for their dedication and hard work on the Staff Handbook.

Senator Simpson stated that MARCOMM would create a new cover for the Staff Handbook.

**New Business:**

Senator Vilavanh discussed summer working hours for the University. She stated there are other four-year institutions that have summer working hours from 7:00 am – 5:00 pm Monday thru Thursday and closed on Friday during the months of June and July. Some of the institutions researched were Southern Arkansas University and Henderson State University.

Senator Bell wanted to check into getting a Faculty/Staff discount at the Russellville Aquatics Center.

**Meeting Adjourned:**

Senator Titsworth made a motion to adjourn the meeting at 11:15 am. Senator Martin second the motion. Motion was approved.

**Special called meeting:**

Wednesday, July 18, 2018 @ 10:00 am in Baz Tech 203

**Next Meeting:**

August 1, 2018, @ 10:00 am in Baz Tech 204

Respectfully submitted,

Dona Kirkpatrick, Secretary