

Staff Senate Minutes

September 1, 2022

CALL TO ORDER

President Kim Gray called this Arkansas Tech University Staff Senate meeting to order on Thursday September 1, 2022 at 10:06 a.m. in a hybrid in-person and WebEx virtual online meeting.

ROLL CALL

Senators Present:

Sabrina Anwar
Peggy Ayers
Natasha Branch
Deidra Dillard
Cynthia Dixon
Slade Dupuy

Julie Ennis
Kim Gray
Karen Hall
Cole Hendrix
Connie Herring
Margie Link

Krystle Manning
Amber Meeks
Cody Parsons
Tammy Rye
Miranda Senn
Jamie Young

Senators Absent:

Julie Ennis

Cynthia Dixon

Visitor(s):

Edward Armstrong
Sabrina Billey
Bryan Bramlett
Janet Carnahan-Lee
Judy Crouch
Drew Dickey
Andrea Eubanks
Laury Fiorello
Brandie Gibbs
Alida Gutierrez
Tracey Hale
Samantha Huggins

Amber Jacimore
James Jeffers
Susan Johnson
Tanda Morrison
Jeff Mumert
Austin Norman
Melanie Paterak
Julia Pope
Rhonda Ralph
Mitzi Reano
Brittany Reves
Lea Ann Riley

Whitney Robinson
Niki Schwartz
Alexis Scrimshire
Heather Taylor
Kerri Threlkeld
Scott Tomlin
Brandi Tripp
Alisa Waniewski
Valli Wanzer
Wyatt Watson
Tammy Weaver
Georgeanna "Ann" Wright

Approval of Previous Minutes

The minutes from the August 4, 2022 meeting were distributed electronically prior to the meeting. Senator Link filed a motion to accept the minutes. Vice President Parsons seconded the motion. The minutes were approved by Senate vote.

Special Report

Administration and Finance Updates from Ms. Laury Fiorello:

- **Strategic Plan discussion request:**
 - Ms. Fiorello requests 20 minutes of our time to discuss how the new Three-Year Strategic Plan will impact staff at the October meeting (which will be a luncheon held in Chambers West).
- **O Street entrance modifications:**
 - Ms. Fiorello expects construction of the expanded O Street entrance to cause traffic flow disruptions.
- **Barnes and Noble replaced by Textbook Brokers:**
 - Effective October 1 or sooner. Due to a shift in the Barnes and Noble model to fully-digital textbooks for students which would be automatically charged to their account.
 - The physical Textbook Brokers location will serve students until the former Doc's Place space in Doc Bryan can be renovated. There will be December buy-back and pop-ups in the Spring for convenience. Students can return Barnes and Noble rentals to Textbook Brokers.
 - Requests for funding proposals will be sought for Doc Bryan renovation to minimize cost and maximize savings.
- **Capital Improvements in the works:**
 - Ms. Fiorello is working on a comprehensive plan for capital improvement. She forewarns that Student Union construction and other deferred maintenance projects will impact university operations and physical access.
 - The ATU Post Office will be moving into the Residence Life Clubhouse.
 - Dr. Martin Luther King, Jr. Blvd adjacent to Young Building will need to be moved with the construction of the Student Union.
 - Ms. Fiorello hopes for there to be a wellness component of the upcoming Student Union dedicated to employees.
 - Food service and a potential store (convenience – some asked for a Target) could be included in the new Student Union plan.
- **Employee Insurance changes:**
 - Staff can now access virtual and telephone therapy visits through the Standard EAP program:
 - Requests for funding proposals are being reviewed for insurance providers before Open Enrollment this Fall.
 - Ms. Fiorello hopes for changes to be either minimal or beneficial to employees.
- **Conversion of classified positions to non-classified positions:**
 - Ms. Fiorello provided an update with respect to a question asked in previous meetings. ATU is no longer associated with the AR Office of Personnel Management and expects

that most of our classified positions will be converted into non-classified positions by ADHE.

- Our Staff Handbook does not grant sick leave payout or other similar benefits for non-classified employees. Ms. Fiorello has proposed that classified employees migrated involuntarily to non-classified status should be “grandfathered in” to their previous payout structure.
- Ms. Fiorello mentioned that the Position Review Committee examines salary changes or exceptions for fairness. She asked Staff Senate to keep checking in with her on this issue. Her goal is to have a policy approved for the FY 23-24 budget on July 1, 2023.
- **Employee recognition:**
 - Milestone gifts given to employees in the past year have been criticized as less-than-thoughtful. Ms. Fiorello acknowledged this problem and has pledged to work on this issue along with HR. They welcome ideas from Staff Senate and staff alike.

Guest Speakers

- **Drew Dickey, Interim Facilities Management Director:**
 - Clarified that HVAC systems are never ‘turned off’ but temperatures are lowered or raised in off-hours depending on the time of year for energy savings.
 - Have not been able to order parking lot paint due to shortages which is why some parking lots have not been repainted. They are hoping Sherwin-Williams will restock soon.
 - Requested for all concerned to file work orders as the most expeditious way to address any repairs or facilities issues that need remedying. Once the work order is submitted, he welcomes you to email him at mdickey1@atu.edu and/or Cary Wills cwills@atu.edu to let them know if it is a time-sensitive issue. To file a work order, click “Maintenance Request” under the “Campus Tools” box on OneTech.

Committee Reports

- **President’s Communication** – Notes attached
- **Budget Advisory** – Minutes attached
- **Grievance Committee** – No report
- **Scholarship** – No report
- **University Strategic Planning** – No report, may no longer meet now that Strategic Plan is done
- **Insurance Committee** – No report
- **IT Prioritization and Impact** – No report
- **University Communication Working Group** – No report
- **Campus Space and Utilization** – No report
- **Staff Awards** – No report
- **Special Projects/Events**- No report

- **International Travel Advisory Council** – No report

Officer Reports

- **President Gray has worked in Human Resources since October 2020. Her current projects:**
 - “Lunch with EC Member” events have been scheduled. Email kmckown@atu.edu to sign up.
 - 11/1 – EC Member Dr. Nichols
 - 11/16 – EC Member Dr. Furst-Bowe
 - 1/18 – EC Member Dr. Gunter
 - 3/15 – EC Member Bruce Sikes
 - 5/17 – Jason Geiken
 - Interested in forming a staff input-based Task Force to address staff needs.
 - Staff Senate photos will happen at the October meeting.
- **Vice President Parsons has worked in OIS since roughly 2014. His current projects:**
 - The Staff Senate website has been revamped with help from Tammy Rye.
 - Photos of Staff Senators will be posted on the Staff Senate website once taken.
 - Fundraising efforts discussed to potentially re-fund the Faculty/Staff Scholarship.
- **Secretary Jamie Young worked in Financial Aid since February 2019 and the One-Stop Student Center since 2021. Her current projects:**
 - Food pantry discussions in the works. Grad College kindly stepped up to provide a space in the interim. Contact them if you have a student in need.
 - Working with Senator Ayers on efforts to support staff professional development. Looking at ways to train staff desiring stronger computer skills during a “Brown Bag Lunch Series.” On-demand training is available at <https://ois.atu.edu/computer-based-training/>.
 - Created Multicultural Book Club along with Senator Dupuy to examine diversity and inclusion across campus. All are welcome to take part, students, staff and faculty alike. <https://www.atu.edu/staffsenate/bookclubjoin.php>

Old business

- **2021 Staff Senate Survey**
 - President Gray asks Staff Senate to review the included synopsis of the May 2021 Staff Senate Survey results and make suggestions for new questions or directions.
 - The 2021 Staff Senate Survey results are posted on the Staff Senate website for all to see.

New business

- **Staff Senator Vacancy**
 - Senator At-Large Simpson is resigning, sadly. In order to fill her position, we must hold elections.
 - A vote will be held in the October meeting.
- **Homecoming**
 - Staff Senate will sign up to “tailgate” during Homecoming on 10/15.
 - We hope to raise funds for the Faculty/Staff Scholarship at that event.

Anonymous Comments

Date Received	Comment	Discussion, Review, and/or Resolution
8/17/2022	I would like to suggest repainting the parking lot lines in the Library parking lot. When it is raining, it is difficult to see where the lines are.	Drew Dickey visited to address this. They will as soon as Sherwin Williams carries parking paint once more.
8/26/2022	I have a couple of suggestions to boost morale. I think we should have a bring your dog to work day in each term and/or bring back Mental Health Days. We are no longer in the heart of the pandemic, but employees still need days too.	Senators agreed that the new Remote Work Policy and using one's sick days may be the only existing options.

Open Forum & Announcements

- Secretary Young announced that Voter Registration Day is September 20, along with a whole series of voter education events prior to the November 8 election. All are welcome to volunteer. Contact Angela Black in the Library: ablack9@atu.edu.

Next Meeting

Thursday, October 6, 2022, 10 a.m. in-person at Chambers West Dining Hall and via WebEx

Meeting Adjourned

Vice President Parsons filed a motion to adjourn the meeting. Senator Link seconded the motion. The Senate voted to adjourn the meeting at 12:51 p.m.

Respectfully submitted,
Jamie Young, Secretary

Presidential Communications Committee 9-27-22

Oct 5th Coffee with the President and EC - See OneTech

Oct 15th Homecoming

October 20th Board Meeting

October 27th Halloween Costume Party

A search has begun for the new VP AA

Enrollment still fleshing out for Official Counts but 9048 overall

Spring down 15% and Fall indicates 40% but that is normal at this time

Insurance will continue with Blue Cross and Blue Shield - no additional costs to employee (only) packages (might be slight on add-ons) Could be that we can now begin covering part-time people.

There will be some upcoming events to honor the legacy of W.O. Young

Budget Advisory moved to October 12th

Fee Committee - Dr. Meyers will chair

Drew Dickey named the new FAMA director

Post Office move October 21-25

Flexible Work Arrangement Policy starting October 1st - HR Website

Flu shots - Oct 4th 1-3 Tucker Col and Oct 19th 9-2 Tucker Col - bring insurance cards - permission forms may be available in advance

Be sure to check Mandatory Training - Title 9 stuff due Oct 1

Government Relations candidates coming Sept 30, Oct 3rd and Oct 13th see OneTech

Football this Saturday with Southern Nazarene 2:00 pm with 11:00 tailgate

October 20th City Council votes on Alcohol permit for Williamson facility - should pass - then on to ABC at state.

Leadership Tech Cohort 5 in 2nd Year/Projects - October 21 for a Cohort reunion 1&2 am with everyone lunch and 2&3 pm

Strategic Planning and SERC plans finalized see Presidents Page

Challenger Project - possible Oct 5th visits - ATU has a good chance

Alumni - register for homecoming

Watch for the Jerry I to Jerry II handoff - it will likely be special and welcome Jerry II

Budget Advisory Committee

Meeting Minutes

September 2, 2022

- I. Introduction (Ms. Laury Fiorello)
Ms. Fiorello welcomed the members of the Budget Advisory Committee to fiscal year 2024 preparations.
- II. Upcoming Schedule (Ms. Laury Fiorello)
The Budget Advisory Committee is scheduled to meet Oct. 12, 2022, Nov. 18, 2022, Dec. 16, 2022, Jan. 20, 2023, Feb. 17, 2023, March 17, 2023, April 21, 2023 and May 19, 2023. The Jan. 20, 2023, date will likely be adjusted due to a conflict with Leadership Tech.
- III. Fee Sub-Committee (Ms. Laury Fiorello)
Dr. Jeanine Myers, associate vice president for academic affairs, will chair the fee sub-committee this fiscal year. Meetings will likely be held the week before Budget Advisory Committee meetings. Dr. Myers and Ms. Fiorello will work together to identify members for the fee sub-committee. Ms. Fiorello indicated that the fee form developed by Dr. Jeffrey Cass in advance of fiscal year 2023 will be utilized again in preparation for fiscal year 2024.
- IV. RSA and Productivity (Mr. Wyatt Watson)
Mr. Watson provided the Budget Advisory Committee with an overview on the history of funding methodologies for higher education in Arkansas and an explanation of how the current productivity formula is structured as context for its conversations throughout the fiscal year 2024 budget planning cycle.
- V. Five-Year Model Assumption Recommendations (Ms. Laury Fiorello)
Primary components of the five-year model include the consumer price index, enrollment percentage change and projections for future enrollment trends. The Budget Advisory Committee will review the model during its October 2022 meeting.
- VI. November Meeting (Ms. Laury Fiorello)
Topics for the November 2022 meeting will include contingency reserve, proposed professional and classified salary increases for fiscal year 2024 and benefit rate increases.
- VII. February Meeting (Ms. Laury Fiorello)
The Budget Advisory Committee is scheduled to discuss tuition and fees for fiscal year 2024 during its February 2023 meeting.