Staff Senate Minutes

February 2, 2021

**CALL TO ORDER**

President Margie Link called the Arkansas Tech University Staff Senate meeting to order on Wednesday, February 2, 2021 at 11:02 a.m. in Webex virtual online meeting.

**ROLL CALL**

**Senators Present:**

Kaitlynn Beaird

Rachel Broussard

Judy Crouch

Kaitlin Ennis

Margie Link

Amber Meeks

Alan Parsons

Brittany Reves

Lyndsey Simpson

Amee Standridge

Alisha Williams Cynthia Dixon

Susan Johnson

**Senators Absent:**

Christopher Duncan Shelly Handley Brittany Reves Lyndsay Simpson

**Visitor(s):**

Linda Birkner Jennifer Thomas

**Approval of Previous Minutes**

The minutes from the January 2021 meeting were distributed electronically prior to the meeting. Senator Crouch filed a motion to accept the minutes. Senator Dixon seconded the motion. The minutes were approved by Senate vote.

**Special Report**

Dr. Birkner:

* Budget work is on schedule. Committees have been meeting and will go to the budget advisory committee next week. After that, it will go to Executive Council for discussions, then to the Board in March.
* Additional CARES 2 funding of $12.5 million.
* Construction updates:
* Family restrooms: Had some delays with workers in quarantine and tile not arriving on time, but hope to finish soon.
* Hall: The parking lot adjacent to the new student union was paved this week and lights were added; hope to complete mid-February.
* Williamson: They have discovered some issues with drainage that are being addressed, but is progressing along.

**Committee Reports**

* **President’s Communication –** President Link
  + Summer hours after spring term ends in May until end of July.
  + Senator Dixon asked if a decision was made on our choice of hours 9 hours per day Monday-Thursday and half day on Friday versus 4 10-hour days and off on Friday. President Link said that it would be the same as last year: 9 hours Monday-Thursday and 4 hours on Friday.
  + Senator Duvall asked if staff had to be physically on campus on Fridays during the summer. No one was sure and President Link encouraged the senate to discuss with their supervisors.
* **Budget Advisory –** No report
* **Scholarship –** No report
* **University Strategic Planning –** No report
* **Insurance Committee –** No report
* **IT Prioritization and Impact** – Senator Crouch
  + The committee met on February 01, 2021 to discuss a special charge they received from the Executive Council to:

1. Review and make recommendations to the process of purchasing and approval for technological items like software and hardware; Review the function procedure and approval process, and develop a rubric for reviewing software purchases; review accounting process for tracking technology purchases within these new procedures
2. Review the software we currently have university-wide and focus on packages with overlapping functions; identify the owner of the software and determine how this is accounted for in the budget, such as a student or technology fee
3. Explore how software is accounted for in the budget

* **University Communication Working Group –** No report
* **Campus Space and Utilization –** No report
* **Green and Gold Cupboard –** No report
* **Staff Awards –** No report

**Old Business**

*Staff Senate Survey*

President Link asked for suggestions on what software to use for the Staff Senate survey that will be sent out in February. Secretary Beaird suggested QuestionPro and Vice President Parsons agreed. President Link said that she would send out the same survey this year that was sent in 2019 since no one had suggestions for changes or additions. Senator Duvall asked if we could add a question and President Link agreed.

*Staff Senate Absenteeism*

Senator Link e-mailed everyone who has been absent twice and as a result, Senator Martin stepped down.

*Staff Senate Members Stepping Down*

Vice President Parsons said that Sam Strasner is going to work with us on announcing that nominations are open to fill the two open positions. Senator Duvall suggested starting nominations next week, running it for 1-2 weeks, then voting the last week of February so the new senators can attend the March meeting. Senator Broussard suggested having nominations close on February 19th. Vice President Parsons said that he would get with Sam. Secretary Beaird added that two other positions will need to be filled after additional absences today and will speak with Vice President Parsons to get him an updated list.

*Update and distribute constituents*

President Link said she did not have anything new to add.

**New Business**

**Open Forum**

Senator Duvall asked if the minutes had been sent as she did not show any for December or January. President Link said that she forgot to include January’s minutes, but did send out December’s. She added that they would be included with the next month’s meeting agenda and Secretary Beaird added that she will begin adding the draft minutes to the website as well when they are completed.

**Announcements**

None

**Next Meeting**

The next meeting will be on Wednesday, March 3rd at 10 a.m.

**Meeting Adjourned**

Vice President Parsons filed a motion to adjourn the meeting. Senator Johnson seconded the motion. The Senate voted to adjourn the meeting at 11:43 a.m.

Respectfully submitted,

Kaitlynn Beaird, Secretary