

Staff Senate Minutes

July 07, 2022

CALL TO ORDER

President Margie Link called the Arkansas Tech University Staff Senate meeting to order on Thursday July 07, 2022 at 10:00 a.m. in WebEx virtual online meeting.

ROLL CALL

Senators Present:

Sabrina Anwar
Peggy Ayers
Natasha Branch
Cynthia Dixon
Slade Dupuy
Julie Ennis

Karen Hall
Connie Herring
Kaitlain "Katie" Hook
Cindy Hubbard
Margie Link
Kim McKown

Amber Meeks
Cody Parsons
Tammy Rye
Miranda Senn
Lyndsay Simpson
Jamie Young

Senators Absent:

Cole Hendrix
Deidra Dillard

Krystal Manning

Visitor(s):

Alexis Scrimshire
Alida Gutierrez
Alisha Williams
Allison Sheehan
Andrea Eubanks
Bryan Bramlett
Brandi Duvall
Brandie Gibbs
Christie Kellar
Georgeanna "Ann" Wright
Tracey Hale

Janet Carnahan-Lee
Jennifer Griffin
Joceline Argueta
John Wyatt Watson
Jordan Gamez
Judy Crouch
Kate Culwell
Kerri Threlkeld
Laury Fiorello
Lydia Rogers
Rachel Whitman

Meredith Jones Lawson
Myra Rollans
Ryan Taylor
Sabrina Billey
Samantha Huggins
Shannon Shen
Susan Johnson
Tammy Guarino
Tanya Martin
Teresa Lutz
William Tomlin

Approval of Previous Minutes

The minutes from the June 02, 2022 meeting were distributed electronically prior to the meeting. Senator Rye filed a motion to accept the minutes. Senator Hubbard seconded the motion. The minutes were approved by Senate vote.

Special Report

Ms. Laury Fiorello:

- 'O' Street entrance onto campus. ATU has a meeting with the engineer the third week in June to facilitate plans as well as conversations with Arkansas Department of Transportation (ARDOT). There are 2 or 3 possible versions. One possibility is making 'O' Street a one-way street.
- The new entrance (just north of Tucker Coliseum) will be a round-about, but 'O' Street entrance will stay as a stop-light. The direction of traffic entering or exiting at the stop-light entrance is still up for debate. Want to make that area more pedestrian friendly.
- ARDOT is currently doing a traffic study of these areas to understand the flow of traffic. The city engineer is helping decide how the entrance and exit at 'O' Street should be to see how it will impact certain regulations. More information will follow as it becomes available.
- Plumbing repair at the Green & Gold Pantry has been completed. We are now progressing to getting keys made.
- Next Board of Trustees meeting is August 18, 2022. Consider any changes to Staff Senate charter. That will need to be on agenda for August or October.
- New remote/flexible work policy is going to the Board on August 18, 2022 for approval. Mr. Armstrong will get Staff Senate a copy to review before submitting to the Board.

Special Guest

- None

Committee Reports: ATU Standing Committees <https://www.atu.edu/standingcommittees/>

- **President's Communication -- See Meeting Notes --**
- **Budget Advisory** – No Report
- **COVID Taskforce-** No Report
- **Scholarship** – No report
- **University Strategic Planning** – No Report
- **Insurance Committee** –
- **IT Prioritization and Impact** –
- **University Communication Working Group** – No report
- **Campus Space and Utilization** – No report
- **Staff Awards** – No report
- **Special Projects/Events-** No report

New Business / Discussion

- Assignment of new senators to committees:
 - President's Communication Committee
 - Budget Advisory – Margie Link
 - Fee Sub Committee – Margie Link
 - Grievance Committee – Karen Hall, Slade Dupuy
 - Insurance Committee – Jamie Young

- IT Prioritization and Impact – Slade Dupuy
- University Communication Working Group
- Campus Space and Utilization – Jamie Young
- Scholarship - Amber Meeks, Margie Link
- International Travel and Educational Council – Jamie Young
- Staff Awards
- Special Projects / Events – Cindy Hubbard, Cole Hendrix, Cody Parsons, Tammy Rye, Lyndsay Simpson

Staff Senate Comment Form __ Discussion	
<p>Communication: Using Email and/or WebEx to communicate</p> <p>For those that mainly use Email, it's frustrating for others, that use WebEx to communicate, and they don't receive an answer immediately. These employees don't monitor their WebEx messages minute by minute, they may only notice a message 45 minutes or an hour later.</p> <p>Employees were mainly using Email because they don't have time to monitor Emails and WebEx messages.</p>	<ul style="list-style-type: none"> ● Using Email only ● Using mostly WebEx ● Using both <p>--Some employees use email almost exclusively, easier to track past conversations. Only have to search through one medium to find conversations and information. Can also organize emails saving time later in searching for information. Emails are easier to trace and track.</p> <p>--Some employees like using WebEx because you can get an answer quickly.</p> <p>--Some employees use both, depending on the situation.</p> <p>--For some employees, it is easier to pick up the phone and call to get a quick answer, especially if a student or parent is on the other line or standing in front of them and they need an answer quickly.</p> <p>--Another point was made that if an employee is out of the office – 1 hour, 1 day, 1 week – indicate that you are out of the office.</p>
<p>Transportation: Entrance / Exit at 'O' Street (Whatta Burger Entrance)</p> <p>comments - Please do not close the O street entrance and exit @ Hwy 7 & Whattaburger when you put in the new entrance and student union, it is greatly needed for those coming to campus from Hwy 124, Hector, Crow Mtn, Center Valley, Moreland, and other areas. The new student union over the current road in front of Young is also a concern for those parking between Admin, Young, & Tomlinson which is currently a one-way street and therefore only one entrance.</p>	<p>--See notes from Laury Fiorello</p>
<p>Student Fees:</p> <p>comments - No other place I can find to give my opinion on this... why do students who will never see the completion of the Student Union have to pay for the Student Union? For years ATU has</p>	<p>--Board of Trustees approved the increase of the Student Union/Rec Center Fee. See June 2022 Board of Trustee Board Docs. This is an issue that Staff Senate cannot address on their own.</p>

<p>taken a fee from students and the new students coming onto campus this fall, may or may not see the expected completion of the union in 2025, yet they've been paying for it for years. I believe any fees charged to students up until completion should be returned to those students and fees should not be charged until the completion of the project. It is my understanding that many students do not care of this type of large union any longer and prefer a smaller and more segmented union.</p>	
<p>Benefits: comments - I've put this comment in before. I feel as if the Child Educational Activity needs to be reevaluated. I lose out on 8 hours of leave because I do not have children. I can't use those same hours on my friend's children if they need me to fill in for something. I have to use my personal vacation time to go do something with a friend's child. I'd like to know if the hours are even monitor, by HR to know if people are evening using it correctly and based on the stimulation. It is unfair for the people without children that we do not get an additional 8 hours of off time.</p>	<p>--Mr. Edward Armstrong – ATU University Legal Council stated that this Child Educational Activity benefit was part of an education initiative to increase parental involvement. --Discussion from Staff Senate – any change to this initiative would have to come from the state level. Staff members are encouraged to contact ADHE or state representatives to have this policy amended.</p>
<p>Communication: comments - I think the general you didn't get the job email from Human Resources is a bit demeaning (see below). I feel like it could be a bit more personal to internal candidates or allow the hiring manager to contact them via email and deny them. It would also be nice to have feedback as to why. I've had better experiences with a different university that I have been denied and it was from the hiring manager and gave a reason. Thank you for your interest in the XXXXXXXXXX at Arkansas Tech University. We have now completed the search process and, after careful consideration, have selected another candidate for the position. Thank you for your interest in Arkansas Tech University and we wish you good luck in your future endeavors.</p>	<p>Comment forwarded to Human Resources for Review. Discussion: HR encourages hiring managers to reach out to internal candidates. Some hiring managers are better than others. Message doesn't go out immediately, have to wait for background check to clear after the person selected has accepted the position. The hiring manager would have time to reach out to internal candidates to acknowledge their application and to acknowledge the internal candidate if they choose to do so.</p>

<p>Sincerely,</p> <p>Arkansas Tech University Human Resources Office</p>	
<p>Staff Senate Comment Box: RCB (Brown Hall)</p> <p>Dr. Naquindra Brooks Exit Interview Final Thoughts</p>	<p>Dr. Brooks Exit Interview letter was left in the Staff Senate Comment Box. This box is located in the lobby area of RCB (Brown Hall). Staff Senate cannot verify that Dr. Brook's was the person that deposited this letter in the box.</p> <p>There wasn't a question or call to action concerning the letter. No action items to address.</p>
<p>Staff Senate Comment Box: RCB (Brown Hall)</p> <p>Give contract employees fair warning, at least 30 days before renewal</p>	<p>Not sure of the context. We could only guess that this employee wanted 30 days prior notification that their contract was going to be renewed or not renewed.</p> <p>Could also mean if you are an employee that works under a grant, maybe the grant isn't between renewed.</p>

Old Business

- **Staff Senate Elections – New Officers**
 - President – Kim McKown
 - Vice President – Cody Parson
 - Secretary – Jamie Young
 - Reporter – Tammy Rye (remains the same)

Open Forum & Announcements

- Green and Gold Food Pantry - Laury will have keys issued to new Staff Senate Officers, \$1,000 Grant that was received...must have receipts turned in by July 31, 2022. Will need volunteers to help clean the building. Could work with other food pantry's in the area. Other discussion; have a food drive on campus, reach out to previous folks that worked with the Green and Gold Pantry when it was open in the past.
- Suggestion for next meeting; Meet in person.
- Also ice cream social for past new and past members of Staff Senate.

Next Meeting

Thursday, August 4, 2022, 10 a.m. via WebEx

Meeting Adjourned

Senator Parsons filed a motion to adjourn the meeting. Senator Young seconded the motion. The Senate voted to adjourn the meeting at 11:12 a.m.

Respectfully submitted,
Lyndsay Simpson, Secretary

President's Communication Committee Meeting Notes 06-28-2022

- Furst Bowe—Successfully completed search for Associate VP for Academic Affairs. Dr. Jeanine Myers has accepted the offer. Played host to Jordan University and signed an MOU between the two universities
- Jami Fisher—Update on contracts, almost finished with those; will finish up this week. Contracts need to be signed by the 15th of July
- Jessica Holloway—P-cards are off but will come back on July 1st. Self Service back up on July 11th
- Kevin—6.5% down in total undergrad enrollment. Seeing gains in freshmen enrollment. 1,051 students that have advising appointments. 836 complete housing files. Gap not closing with sophomores, juniors, and seniors... making a push to get them.
- Heath—Steady increase in COVID cases in Arkansas and Pope County. 7-day average in the county is below 10. Enough hospital spaces in Pope and across the state. Surpassed 10,000 cases in the state at the beginning of the week, this was predicted though for the summer and is predicted to taper off once school starts. Campus numbers remain low and Moderna vaccine still available at Health and Wellness.
- Rachel—Arkansas Governors School starts July 5th and runs through August 1st. AR Computer Science Academy is here sporadically through out July. Softball Camp on July 11th. Pro Style Baseball Camp on July 12th. Middle School Band Camp comes in on July 10th. Football camps on July 15th and 16th. Men's Basketball Elite Camp on July 16th. Men's Basketball Individual Camp July 18th through 21st. Football prospect camp on July 23rd. Golden Girls work week July 21st through August 1st. Volleyball team camps July 25th through July 29th. Men's Basketball Junior high/middle school elite camp on July 30th. Men's Basketball elite and shooting camp on August 5th.
- Jessica Spicer—Career pathways update. For children under 21 working towards an associates. If there are any questions, you can contact Jessica.
- The coordinating board is meeting soon. Dr. Bowen encouraged people to take vacation and enjoy some time off.
- Geiken—ATU Alumni night at the Traveler's game on August 13th
- Same—Talked about the scoop email that was sent out. Public facing events that are approved should be sent to Sam so they can be put on the university calendar
- Melissa Riffle will be coming July 5th as HR Director
- August 13th is move in day/first day of orientation. Contact Laura Palmer for volunteer sign up
- August 15th is the Involvement Fair from 6pm to 8pm at the corner of El Paso and going towards P-Safe. Talk to Chelsea Neal for sign ups for tables at the Involvement Fair.

