

Staff Senate Minutes

November 17, 2022

CALL TO ORDER

President Kim Gray called this Arkansas Tech University Staff Senate meeting to order on Thursday November 17, 2022 at 9:02 .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
Kim Gray
Karen Hall
Cole Hendrix
Connie Herring

Katie Hook
Cindy Hubbard
Margie Link
Krystle Manning
Amber Meeks

Cody Parsons
Tammy Rye
Miranda Senn
Jamie Young

Senators Absent:

Julie Ennis

Visitor(s):

Jami Fisher

Approval of Previous Minutes

The minutes from the October 6, 2022 meeting were distributed electronically prior to the meeting. Senator Hendrix filed a motion to accept the minutes. Senator Link seconded the motion. The minutes were approved by Senate vote.

Special Report

Administration and Finance Updates from Ms. Jami Fisher:

- Our university bond rating is good.
- Just Communities of Arkansas will continue to work with us to help recruit more diverse hires.
- An RFP will be released to review ATU job descriptions for bias and language choice.
- The Equity and Diversity Committee will meet every fourth Thursday with subgroups for Students, Faculty and Staff.
- All classified positions slated to move to nonclassified by approximately July 2023.
- Electric vehicle charging stations will be installed around campus in Williamson, Brown, Rothwell and at Ozark.

Committee Reports

- **President's Communication** – See Page 6
- **Budget Advisory*** – See Pages 7-13
- **Grievance Committee** – No report
- **Scholarship** – No report
- **Insurance Committee*** – No report
- **IT Prioritization and Impact*** – No report
- **University Communication Working Group** – No report
- **Campus Space and Utilization*** – No report
- **Special Projects/Events**- No report
- **International Travel Advisory Council** – No report

STAFF SENATE COMMITTEES

- Staff Senate Fundraising: Cody Parsons, Karen Hall, VACANT x 3
- Staff Senate Elections: Kim Gray, Margie Link, Connie Herring, Miranda Senn, VACANT
- Staff Senate Governance: Kim Gray, Kristian Thompson, VACANT x 3
- Staff Senate Communications: Cody Parsons, Tammy Rye, Deidra Dillard, Katie Hook, VACANT
- Staff Senate Events & Involvement: Jamie Young, Karen Hall, VACANT x 3
- Staff Senate Courtesy: Jamie Young, Cole Hendrix, Natasha Branch, Karen Hall, VACANT
- Staff Senate Professional Development: Kim Gray, Natasha Branch, Katie Hook, VACANT x 2
- Staff Senate Survey Committee: Cody Parsons, Margie Link, Deidra Dillard, Miranda Senn, VACANT

ATU STANDING COMMITTEES OR WORK GROUPS

- Technology Working Group: Cody Parsons
- Staff Appreciation: Kim Gray, Tammy Rye, Connie Herring, Karen Hall
- Budget Advisory: Kim Gray
- Emergency Management and Safety: Cole Hendrix
- Campus Space and Utilization: Jamie Young (Maybe?)
- Diversity and Equity: Natasha Branch
- Technology Prioritization and Impact: Slade Dupuy
- Presidential Communication: VACANT
- Insurance and Benefits: Julie Ennis
- International Travel Advisory Council: Jamie Young
- Fee Sub-Committee: Kristian Thompson

SEARCH COMMITTEES

- VPAA Search Committee: Cody Parsons
- Government Relations Search Committee: Kim Gray

Officer Reports

President Gray:

- **EC Meeting:** We will receive more info on the upcoming O St Entrance construction, President Gray proposes sharing this info on our Staff Senate website. Demolition of Young building will begin soon. Bricks from Young may be available to purchase for tributes. In February the site for the new Student Union should be ready, construction scheduled to begin in May.
- **Board of Trustees:** A board member asked for an update on the AGB Report. Our new Staff Senate Survey Committee could potentially work on this.
- President Gray met with the President after the 11/17 meeting.

Vice President Parsons:

- **Homecoming Fundraiser:** Peggy Ayers reports we raised \$278 at the actual fundraiser but that we are up to \$1,800 afterward through payroll deductions and other donations received! VP Parsons will help to select recipients of the Faculty-Staff Scholarship with a committee.

Officer Reports

- **President Gray has worked in Human Resources since October 2020. Her current projects:**
 - “Lunch with EC Member” events are upcoming. Email kmckown@atu.edu to sign up.
 - 1/18 – EC Member Dr. Gunter
 - 3/15 – EC Member Bruce Sikes
 - 5/17 – Jason Geiken
 - **EC Meeting:** We will receive more info on the upcoming O St Entrance construction, President Gray proposes sharing this info on our Staff Senate website. Demolition of Young building will begin soon. Bricks from Young may be available to purchase for

tributes. In February the site for the new Student Union should be ready, construction scheduled to begin in May.

- **Board of Trustees:** A board member asked for an update on the AGB Report. Our new Staff Senate Survey Committee could potentially work on this.
- President Gray met with the President after the 11/17 meeting.
- **Vice President Parsons has worked in OIS since roughly 2014. His current projects:**
 - **Homecoming Fundraiser:** Peggy Ayers reports we raised \$278 at the actual fundraiser but that we are up to \$1,800 afterward through payroll deductions and other donations received! VP Parsons will help to select recipients of the Faculty-Staff Scholarship with a committee.
- **Secretary Jamie Young worked in Financial Aid since February 2019 and the One-Stop Student Center since 2021. Her current projects:**
 - **Food Pantry:** No report; scheduled for a meeting on 1/12/23 with Admin and Finance. Our closet together with Graduate College has had at least 2 or 3 regular visitors and was available for a student in crisis. Holding a SNAP Workshop on 11/28 to help campus leaders (including faculty and staff) and eligible students apply for food stamps. Held in RPL 300B from 3-4 or via Webex at <https://bit.ly/3OhzOyP>
 - **Multicultural Book Club:** Just 4 participants last month but it was a joy – Filipina librarian Paquita from the Dardanelle library joined. This month is “There There” by Tommy Orange. Click to learn more or join: <https://www.atu.edu/staffsenate/bookclub.php>
 - **Morale: ATU Staff Computer Class** continues through 12/5. Open to all faculty or staff who wish to learn more about technology or computing at their own pace. Text Secretary Young at 479.269.4422 to join or volunteer. Mondays 11-12 p.m. in RTH 136.

Old business

- **DEI Speakers:** Will be talking to Faculty Senate to possibly coordinate.

New business

- **Staff Senate Meeting times:** A vote was officially held – 9 am on the first Thursday of each month will be the new meeting time.
- **Innovation Grant:** President Gray suggested that we try to apply for Innovation Grant funding. The Fundraising Committee could be in charge of this?

● **Anonymous Comments**

The University’s celebrations (Halloween, Holiday Party) happen	Please send feedback about party times by next Wednesday to Kim Gray – kmckown@atu.edu	The University’s celebrations (Halloween, Holiday Party) happen later than some can attend due to their hours. Melissa Riffle in HR is working on a plan for this.
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later than some can attend due to their hours. Melissa Riffle in HR is working on a plan for this.		
Pepsi machines have varying prices all over campus and are sometimes unstocked for months at a time.	Please contact Tammy Rye at trye@atu.edu should you need any assistance with Pepsi vending machines.	Pepsi machines have varying prices all over campus and are sometimes unstocked for months at a time.

Open Forum & Announcements

- Senator Anwar previously announced the Bangladesh at a Glance event for one and all on 11/17.
- Secretary Young asked for Senators to be on the lookout for any DACA recipients or undocumented students hoping to attend ATU. They can contact jyoung50@atu.edu to help determine if they can apply for the very helpful [TheDream.US](https://www.thedream.us/) scholarship by 2/28/2023.

Next Meeting

Thursday, November 17, 2022, 9 a.m. in-person at RPL 325 and via WebEx

Meeting Adjourned

Vice President Hendrix filed a motion to adjourn the meeting. Senator Hall seconded the motion. The Senate voted to adjourn the meeting at 10:58 a.m.

Respectfully submitted,
Jamie Young, Secretary

Presidential Communication Committee, 29 Nov 2022

- Vaccines still available at HWC - COVID and FLU
- Proceeding with Liquor License for Williamson - sign posted on Williamson for public comment
- eSignature Policy to go before board - implementation by OIS and others later in January - ?
- 404 property should be finished up around 1 Feb
- Tuesday December 6th - Ugly Sweater Contest - See OneTech
- Student Affairs offering a 1 credit hour course for staff on working with students and etc... designed as a train the trainer. 7 Week
- University considering development opportunities for property around RedHill to provide longterm revenues. AG on board with planning. Longterm stuff, look for the New EMS Station by Fire-station as a lead in.
- Budgeting for 23/24 will be important. Students are expected to decrease in both population and course loads. Need to plan accordingly - Not a PCC item but is on the horizon. Efficiencies and New Revenues will be the discussion going into 23/24.
- New Entrance continuing - expect some of the parking lot changes around May 2023.
- ARDOT with the Roundabout and etc late 23 into 24.
- Student Union between Summer and Fall 2025 - a lot of construction and changes from now till then.

**Arkansas Tech University
Budget Advisory Committee
Agenda
November 18, 2022**

- BAC Future Meetings:
 - December 16, 2022
 - January 13, 2023
 - February 17, 2023
 - March 17, 2023
 - April 21, 2023
 - May 19, 2023
 - June 16, 2023

- Fee Sub-Committee
 - Future Meeting Dates:
 - December 8, 2022
 - January 12, 2023
 - February 9, 2023
 - March 9, 2023
 - April 13, 2023
 - May 11, 2023
 - June 8, 2023

 - Course Fee Submission Forms – Deadline January 6th, 5pm – email to Dr. Myers, and Laury Fiorello

- Purpose and Charge FY24 Budget Development
 - BAC
 - Student Fee Sub-Committee
 - Distributive Leadership

- Budget Module Introduction – Jami Fisher, Associate Vice President of Admin & Finance

- Fee Sub-Committee Report Out – Dr. Jeanine Myers, Associate Vice President of Academic Affairs

{Agenda continues on next page.}

**Arkansas Tech University
Budget Advisory Committee
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November 18, 2022**

➤ **FY24 Budget Development:**

Model Assumptions Progress & Updates:

	Current	Projected
	FY2023	FY2024
Assumptions:		
Enrollment % Change-Russellville YoY (PY adopted budget to CY adopted budget)	-7.57%	-7.00%
Enrollment % Change - Russellville Expected Change in Addition (CY adopted budget to projected FY2024)	n/a	??
Consumer Price Index (CPI) Supplies & Serv, Travel, Capital {a}	2.83%	5.30%
Consumer Price Index (CPI) Utilities {b}	n/a	10.56%
Benefit Rate Increase	10.00%	10.00%
Tuition & Mandatory & Non-Mandatory Fee Increase (c)	1.50%	??
Professional & Classified Salary Increase	2.00%	??
Contingency Reserve	1.00%	1.00%
{a} 3 year Avg www.bls.gov south region data		
{b} 3 year Avg www.bls.gov nationwide data		
{c} exclude Course Costs fees		

Information:

- 1% Change in Enrollment (revenues) - \$635,000
- 1% Change CPI - \$180,000 increase expenses
- 1% Change in Salary - \$415,000 in expenses

Known Budget Considerations:

- State Revenues will change due to productivity and one-time incentive pay expiring around \$1 million decrease
- -7.00% Decrease in billable hours from Fall 2021 Levels - \$4.2 million revenue decrease

➤ **What is next....**

1. Budget Module Implementation and Key Dates for budget development (released before Holiday Break)
2. December BAC will have first projection of budget variance (revenues vs expenditures) using the key assumptions of the model
3. Working Model will be displayed to see effects of assumption changes



Budget Advisory Committee

FY2024 Budget Development

Purpose. The Budget Advisory Committee (BAC) is advisory in nature, providing valuable input and recommendations on a range of budgeting practices, policies, and reporting. The input and recommendations are considered by the President in developing the final budget appropriation request to the Board of Trustees.

Charge. The BAC will advise and contribute points of view to central university budgeting issues that impact development of revenues and expenditure levels for the next fiscal year operations. The advisory nature of the committee results in recommendations that will inform the President of short-term and long-term aspects of budgetary outcomes that will assist in the appropriation of funds.

Guiding Principles. The BAC members should embrace and use guiding principles of distributive leadership in consideration information and development of information to develop the annual budget appropriation request. The committee should engage in respectful discussions concerning the annual budget development as it relates to student impacts and considerations of service levels in supporting of students in their educational goals. BAC members are requested to represent the best interest of the University as a whole and rely upon ATU's vision, mission, strategic plan, and Board and/or President directed priorities. BAC members will commit to supporting the budget development process by distributing information to their constituent base and encourage feedback from them.

Meeting Information. The committee will convene each September. Meetings will be scheduled the third Friday of each month at 9:00 am.

Sub-Committees. Sub-Committees are an integral part of the budget development process. The Fee Sub-Committee is the current standing sub-committee and advises the BAC membership on any student related fee requests (new, renewals, changes, or discontinuations). From time to time, ad hoc committees may be established. Sub-committee have a complimentary separate purpose and charge.

Membership. The committee membership will have twenty-seven (27) members that consists of the following.

Chair – Vice President of Administration and Finance

Executive Council Members –

Chief of Staff

Chancellor, Ozark

Vice President of Academic Affairs

Vice President of Student Affairs

Vice President of Advancement

Athletic Director

Government Relations Director

College Deans –

College of Science, Technology, Engineering and Mathematics

College of Arts & Humanities

College of Business and Economic Development

College of Education and Health



2 Student Members -

- 1 Student Government Member
- 1 Graduate Council Member

2 Faculty Members –

- 1 Faculty Senate Designee
- 1 General Faculty Member – Vice President of Academic Affairs Designee

4 Staff Members –

- 1 Staff Senate Designee Russellville
- 1 Staff Senate Designee Ozark
- 1 General Staff Member – Chief of Staff Designee
- 1 General Staff Member – Chancellor Designee

General Membership –

- Chief Fiscal Officer, Ozark Campus
- Chief Academic Officer, Ozark Campus
- Assistant Vice President Student Affairs, Enrollment Management

Ex-Officio Members –

- Director of University Relations
- Director of Institutional Research
- Director of Budget & Financial Reporting
- Associate Vice President of Administration and Finance





**Budget Advisory Committee
Student Fee Sub-Committee
FY2024 Budget Development**

Purpose. The Student Fee Sub-Committee advises the Budget Advisory Committee in developing fee recommendations that will be used in developing budgeted revenues that support Russellville Campus' Educational and General student-centered programs and support services, as well as, various auxiliary operations.

Charge. The Student Fee Sub-Committee will serve in an advisory capacity to the Budget Advisory Committee regarding recommendations and development of student fees. As fees are considered it requires on-going, collaborative and iterative process of engaging multiple components of campus.

Guiding Principles. The members should embrace and use guiding principles of distributive leadership in consideration to student fee development. The committee should engage in respectful discussions concerning the fee proposals as it relates to student impacts and considerations of service levels in supporting of students in their educational goals.

Membership. The committee membership will have 11 members that consists of the following.

Voting Members:

Chair – Associate Vice President of Academic Affairs

2 Student Members -

1 Student Government Member

1 Graduate Council Member

1 Dean – Vice President of Academic Affairs Designee

2 Faculty Members –

1 Faculty Senate Designee

1 General Faculty Member – Vice President of Academic Affairs Designee

2 Staff Members –

1 Staff Senate Designee

1 General Staff Member – Chief of Staff Designee

Ex-Officio Members –

-Director of Institutional Research

-Director of Budget & Financial Reporting

-Student Affairs Representative – Vice President of Student Affairs Designee

Meeting Information. The committee will convene each October. Meetings will be scheduled one week before Budget Advisory Committee meeting times starting with October meetings. Dates, times, and locations will be determined in August of each academic year.

Distributed Leadership is one of the four pillars of the Presidency of Dr. Robin E. Bowen at Arkansas Tech University.

“Distributed leadership builds the capacity of individuals throughout the organization. By recognizing leadership exist at all levels within an organization, the vision and mission will be strengthened when the opportunity for distributing leadership in the decision-making process can be supported.”

Dr. Robin E. Bowen

Definition

Distributed leadership recognizes that solutions and/or resulting decisions are best made when the collective knowledge and experience of others are employed in arriving at the best decision or solution to a challenge or problem.

What It is Not

It is NOT delegation of a person’s leadership or decision-making authority.

It is NOT participatory in seeking others input to a decision that you intend to make. It is a collective effort that designs and arrives at a final solution.

It is NOT the “illusion of inclusion” or manipulation of others or circumstances to a predetermine solution you have in mind.

It is NOT used in every decision that a leader must make. It is the wisdom in knowing when it is most beneficial to use a distributed leadership style/process to arrive at a solution.

It is NOT Shared Governance, a fundamental process, which contributes to decision making for curriculum and instruction as it relates to colleges and university policy and procedure.

How Does It Work?

Distributed leadership can be fostered/encouraged in an organization when leaders commit to involve the collective voice of the stakeholders for the purpose of solving problems or working toward the mission and goals of the organization.

Groups already within the university lends themselves to the Distributed Leadership style such as Executive Council, Dean’s Council, Academic Council, Department and Faculty groups, and Budget Advisory Council. Distributed leadership lends itself more to the problem solving and less restrictive actions of the organization than to the more compliance and managerial task different groups tackle.

Areas where distributed leadership has been employed university-wide include Strategic Planning, Budget Advisory Council, Health Insurance, and Retirement Program loan guidelines. Evidence within Colleges and Departments can be found across campus.

Guiding Principles

- **Autonomy**
Distributed Leadership provides Leaders with the opportunity needed to give the autonomy to people to make key decisions in their areas of responsibility. This autonomy is central to distributed leadership where leaders are empowered and given ownership of their work. Achieving this level of autonomy requires trust.
- **Trust**
There is trust that must be developed and given to the team. Trust develops over time.
- **Accountability/Capacity**
By empowering others through distributed leadership, leaders develop their capacity as to hold themselves and others accountable to set standards and desired outcomes. Leaders are accountable for the strategies they use and the impact of these strategies on their decisions. Leaders are given the autonomy to make key decisions without being micromanaged.
- **Safe Environment**
There is the inherent risk in any attempt to allow others to lead. Results may not be exactly as were planned or attempts may fail to accomplish intended goals. Leaders must encourage others to reflect, develop and grow by learning from the attempt.
- **Professional Development**
Leadership development is essential in developing leadership capacity.
- **Coaching**
Leaders must provide necessary support for distributed leadership to be successful. This support may include one-on-one meetings with leaders. Availability to listen and help leaders problem solve is key.
- **Time**
It takes time to make a decision. Thus, time is allocated on the front end of the decision making process. The basic premise is that less time is spend adjusting and/or defending decisions that did not account for information that would have better informed a decision had it been solicited from appropriate shareholders.
- **Communication**
Communication is key. When distributed leadership is a preferred style of leadership, it is important that the empowering leadership clearly states the general outcomes (i.e. policy, a plan, etc.) along with any parameters (i.e.: a timeline, within budget) that must be considered.