Staff Senate Minutes

December 2, 2020

**CALL TO ORDER**

President Margie Link called the Arkansas Tech University Staff Senate meeting to order on Wednesday, December 2, 2020 at 10:00 a.m. in Webex virtual online meeting.

**ROLL CALL Senators Present:**

Kaitlynn Beaird Angie Bell Rachel Broussard Judy Crouch

Brandi Duvall Kaitlin Ennis Susan Johnson Margie Link

Teresa Lutz Amber Meeks Alan Parsons Brittany Reves

Lydia Rogers Lyndsey Simpson Amee Standridge Karissa Webb

Alisha Williams

**Senators Absent:**

Cynthia Dixon Christopher Duncan Shelly Handley Tanya Martin

**Visitor(s):**

Linda Birkner John Clements Meredith Lawson Janet Lee

Jennifer Thomas

**Approval of Previous Minutes**

The minutes from the November 2020 meeting were distributed electronically prior to the meeting. Senator Webb filed a motion to accept the minutes. Senator Bell seconded the motion. The minutes were approved by Senate vote.

**Special Report**

Dr. Birkner shared that President Link provided a report for the December 17th board meeting and corrected her previous statement that it would be an on-going presentation at each board meeting. It will just be a one-time presentation.

Dr. Birkner shared that the search for the new VP for Administration and Finance will start in the spring, as the committee is forming now.

Dr. Birkner shared that there will be three restroom remodels over the holiday break: one in Witherspoon, one in Pendergraft Library, and one in the Hull Building near the new student union. These will be family/handicap/gender-neutral restrooms and are being constructed due to student requests and need. There is a list of single-use restrooms across campus, but they are limited. Dr. Birkner shared that they will be looking for opportunities in future construction projects to add additional single-use restrooms.

**Committee Reports**

* **President’s Communication –** No report
* **Budget Advisory –** No report
* **Scholarship –** No report
* **University Strategic Planning –** No report
* **Insurance Committee –** No Report
* **IT Prioritization and Impact** – No Report
* **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 regarding the new survey that will go out in February 2021. Vice President Parsons asked if everyone had reviewed it yet and said that he would need to look at it first before offering his opinion. President Link said that she would send out the old survey so the senate can discuss in the January meeting.

*Daily Health Screening*

Senator Duvall said that she still had not gotten a response back but is going to keep trying.

**New Business**

*Review Nominees for University Support Committee*

President Link asked senators if they had the opportunity to review the list of candidates yet, then went through each of the five candidates asking for comments on each. Senator Webb suggested that a poll be created to choose the top three and Senator Duvall agreed. President Link could not create a poll in WebEx and asked senators to send her their top three picks via chat or e-mail. She later said that she would send out a survey after the meeting.

*Communication to Staff from Staff Senate Members/ Discuss Feedback from Staff Concerning Ways to Improve Morale*

President Link shared that only a few of her constituents gave feedback, but some ideas were to log off their phones/be off at 3 or 4 p.m. on Fridays, as well as having summer hours year-round. Senator Williams said that one of her constituents looked at similar schools’ vacation accrual policies and that they accrue leave quicker and that this could be a way to increase morale so that people could take longer vacations. She said that she would follow up with them to get more information. Secretary Beaird agreed with President Link in that her constituents would like to have summer hours year-round. Senator Duvall shared that the Staff Senate goes over summer hours every year and that there are several issues for smaller offices on campus and that they have not been able to fully outline it in a way to get it approved so that it can be monitored across the university. President Link said that she would do some research on how other universities are implementing it and report back.

*Update and Distribute Constituents*

President Link said that we need a new list of everyone in the new areas and asked if everyone knew who their constituents were. Senator Simpson requested help and President Link agreed to help her. Senator Duvall suggested that each department go through and divide up constituents among themselves. Vice President Parsons said that a new master list needed to be constructed.

*Staff Appreciation Awards Criteria*

President Link reminded senators to be thinking about what type of criteria they would want for staff appreciation awards such as Employee of the Year, etc. Senator Bell shared that a previous sub-committee came up with and outlined criteria and suggested that President Link review past notes as a starting point. She also shared that their request to provide monetary awards was denied and President Link said that we should look for alternative awards.

*Change Date of Staff Senate Meetings*

President Link said that if we ever want an EC member such as Dr. Bowen to speak at a Staff Senate meeting, we will need to meet at a different time because EC meets on Wednesdays from 8:30 a.m.-12 p.m. President Link suggested having the upcoming January meeting and other special occasion meetings on Tuesday mornings instead of Wednesday. Senator Duvall shared that the Staff Senate had done this in the past. President Link said she will see if Dr. Bowen is available on Tuesday, January 5th at 10 a.m. and will let the senate know.

**Open Forum**

**Announcements**

Vice President Parsons asked if anyone else would be leaving ATU in January other than Karissa Webb, as he would be planning a special election to discuss at the January meeting.

**Meeting Adjourned**

President Link filed a motion to adjourn the meeting. Senator Duvall seconded the motion. The Senate voted to adjourn the meeting at 10:38 a.m.

**Next Meeting**

January 5th or 6th **(TBA)** at 10 a.m. in Webex virtual online meeting.

Respectfully submitted,

Kaitlynn Beaird, Secretary