

Staff Senate Minutes

February 9, 2022

CALL TO ORDER

Vice President Cody Parsons called the Arkansas Tech University Staff Senate meeting to order on Thursday February 9, 2023 at 9:03 a.m. in a hybrid in-person and WebEx virtual online meeting.

ROLL CALL

Senators Present:

Sabrina Anwar
Cole Hendrix
Peggy Ayers
Deidra Dillard
Slade Dupuy
Julie Ennis

Karen Hall
Cynthia Dixon
Connie Herring
Katie Hook
Cindy Hubbard
Margie Link

Amber Meeks
Cody Parsons
Miranda Senn
Natasha Branch
Jamie Young

Senators Absent:

Krystle Manning
Kim Gray

Tammy Rye
Kristian Thompson

Visitor(s):

Alida Gutierrez
Brandi Duvall
Brandi Tripp
Brittany Reves
Melissa South
Julia Pope
Shanteal Scott

Tanda Morrison
Whitney Robinson
Brittany Reves
Kerri Threlkeld
Mackenzie Bray

Marcia Brown
Rhonda Ralph
Sabrina Billey

Approval of Previous Minutes

The minutes from the January 12, 2023 meeting were distributed electronically prior to the meeting. Senator Hall filed a motion to accept the minutes. Senator Herring seconded the motion. The minutes were approved by Senate vote.

Special Report

No special report.

Special Guest

No special guests at this meeting.

Committee Reports

President's Communication – No report

Budget Advisory – No report

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

Emergency Management and Safety Committee – See Pages 4 - 5

VPAA Search Committee – Dates recently set for forums

Government Relations Search Committee – They have hired Gina Lockwood

Officer Reports

- **President Gray:**
 - Next Lunch with an EC Member scheduled for March 15 with Bruce Sikes. Please contact President Gray at kmckown@atu.edu to sign up.
 - 3/15 – EC Member Bruce Sikes
 - 5/17 – Jason Geiken
- **Vice President Parsons:**
 - Staff Senate subcommittees should be ad-hoc.
 - Working on annual survey.
 - Expects to meet with Dr. Bowen next week if anyone has concerns to relay.
 - Summer hours will close at noon except essential offices but those folks can rotate.
- **Secretary Young:**
 - Computer Class going well; have partnered with Goodwill to access Northstar digital literacy certification.

- Multicultural Book Club will be hosted by the African-American Student Association on February 24 in RPL 325. We are reading “The Souls of Black Folk” by W. E. B. Du Bois.

Old Business

- Staff Survey: Move to committee.
- Staff Senate Constitution By-Laws: Move to committee.

New Business

- No new business.

Announcements

- Time Out for Tech coming up on 2/23 – parking will be difficult, be aware!
- March 1 open lunches in Williamson Dining Room \$12, entrée, dessert, drink.
- Afro-Latin Dance Night on 2/23 in the Student Union from 7-8 pm.
- <https://www.arkansastechnews.com/black-history-month-events-planned-at-atu/>
- 02/22: International Mother Language Day | Student Union | 5:00 PM – authentic
- 03/08: Holi Festival | Doc Bryan Courtyard | 4:00 PM
- 04/06: Light the Night | Hindsman Bell Tower | 7:00 PM
- Study Power Hour campus-wide study hall with snacks and morale support every Wednesday from 4:30-6:30 pm, Library 300A.
- FBLA Collegiate having a “Pie A Professor” fundraiser until 2/23 in Rothwell.
- Accounting Club having a Valentine’s Bake Sale on February 14 in the Rothwell lobby.

Next Meeting

Thursday, March 2, 2022, 9 a.m. via WebEx and in-person at RPL 325

Meeting Adjourned

Senator Herring filed a motion to adjourn the meeting. Senator Hall seconded the motion. The Senate voted to adjourn the meeting at 9:45 a.m.

Respectfully submitted,
Jamie Young, Secretary

Emergency Management and Safety Committee Report

Meeting 2/21/2023 1:00 PM

Committee Function: To increase the effectiveness of emergency management, safety, and security planning activities for Arkansas Tech University. The committee will be called on to analyze emergency management and safety initiatives and provide significant contributions to strategic direction. Committee members will specifically represent their departments or offices when they are referenced in emergency plans and procedures.

- Emergency Procedures Guides to be placed in all buildings. Spring Break for academic buildings, summer for res halls.
- Crosswalk signs: have been on going, should have available by fall semester.
- Comprehensive Emergency Management Plan (CEMP) is in the process of being completely updated.
- Emergency Trainings for Spring:
 - CPR/AED has a full class
 - March 8th student CRASE
- Active Shooter Full Scale Exercise Summer 2023 (before AGS)
 - All local law enforcement, fire, ems, etc. to utilize a couple of buildings on campus for training. Campus and community will be well informed leading up to.
- 61cst Unit Hazardous Material Exercise
- Wall Mounted Trauma Kits
 - To be placed near fire extinguishers/AEDs
 - Stop the bleed supplies: Tourniquets, gauze, pressure bandages, etc.
 - Nalox boxes also added at later date
- Card Access at Women's Sport Complex
 - Card doors for tennis, cross country, and softball
- Security audit: currently being performed
- March 29 campus safety walk
- Eclipse 2024: it's coming, get prepared.

Emergency Contacts

Emergency.....	911
ATU Russellville Public Safety.....	479-968-0222
Health and Wellness Center.....	479-968-0329
Facilities Management.....	479-968-0261



Severe Weather / Tornado

- Remain aware of approaching severe weather.
- Be prepared to move to shelter indoors and away from windows.
- Do not use elevators; do not pull the fire alarm.
- Remain in sheltered area until ATU Alert clears tornado warning.



Workplace Violence / Active Shooter

- Follow **S.A.F.E.**
 - **Secure** your area.
 - **Alert** by calling 911.
 - **Follow** directions by emergency responders.
 - **Exit** when directed by emergency responders.
- Active Shooter - Avoid, Deny, Defend
 - **Avoid** the shooter. If possible to do so without increasing risk, leave the area.
 - **Deny** access to your location if unable to avoid. Lock door, barricade entrance, silence phones.
 - **Defend** (last resort). Use improvised weapons. Act aggressively. Do not hesitate.



Medical / Mental Health

- Medical Emergency
 - Call 911 for medical assistance.
 - Stay with victim until help arrives.
 - Follow instructions of the 911 dispatcher.
- Mental Health Emergency
 - If a person is displaying overtly threatening behavior, call 911.
 - In non-emergency situations, refer individual to counseling services in the ATU Health and Wellness Center.



Emergency Preparedness

- Know routes to evacuate your building.
- Discuss and practice preparedness plans with co-workers and students.
- Have battery powered radio and flashlight available.
- Call Public Safety to schedule training opportunities for severe weather, fire, active shooter, etc.
- Monitor news and phones for news alerts that may affect ATU.



Fire / Evacuation

- If you see smoke or fire follow **R.A.C.E.**
 - **Rescue/Remove** person(s) from the scene/room.
 - **Alert/Activate** the nearest fire pull station, alert other staff, and call 911.
 - **Confine** fire/smoke by closing doors and windows.
 - **Extinguish/Evacuate.** Extinguish a small fire if it is safe to do so. Evacuate building. Alert people as you evacuate building.
- Do NOT use elevators.
- Help those needing assistance evacuate the building completely. If unable to fully evacuate those requiring assistance, move them to nearest stairwell and notify emergency responders.



Suspicious Package / Bomb Threat

- Suspicious Package
 - Do not touch or disturb object.
 - Call 911 and provide as much information as possible.
 - Prepare to evacuate.
- Bomb Threat
 - Get as much information as possible - note details such as sex, age, background noises.
 - Keep caller on phone as long as possible.
 - If caller remains on phone, have co-worker call 911 to report details.



For more detailed information, scan the QR code or visit
<https://www.atu.edu/emergency/emergency-procedures.php>