

 **STAFF SENATE**

 **May 2, 2018**

 **Minutes**

**CALL TO ORDER**

President Tammy Guarino Tech Staff Senate called the meeting to order on Wednesday, May 2, 2018 at 10:08 a.m. in Baz Tech 204.

**ROLLCALL**

**Senators Present:**

 Josh Carey Pam Dixon Andrea Eubanks

Tammy Guarino James Higgs Dona Kirkpatrick

 Braxton Lay Chelsea Martin Michelle McMinn

Clay Moore Alexis Scrimshire Tera Simpson

William Titsworth Hope Vilavanh

**Senators Absent:**

Rachel Alexander Angie Bell Pam Cooper

 Ben King Tammy Rye Denise Wallis

**Visitor(s):**

Dr. Linda Bean, Interim Dean, College of Education

Dr. Bean gave a presentation on Communication and Creating a Culture of Service Excellence.

On May 2, 2018 the minutes from April 4, was to be amended. Senator McMinn made a motion to accept the April minutes with amended corrections and Senator Eubanks seconded the motion.

**Old Business**

President Guarino gave the following details regarding the Faculty/Staff cookout:

The date is set for May 23, 2018 from 11:00 – 1:00 at the Hindsman Bell Tower. The menu will be hot dogs, chips, cookies, and a drink. A work order will be submitted to FAMA for the setup of tables, chairs, tents, and trash cans. There was discussion regarding the condition of the university grill. Senator Chelsea Martin stated she would check into the possibility of using the grill from the Agri Department. Two tables will be set up for Chartwells to set up the food. The Executive Council will grill and serve the hot dogs. Tera Simpson will create a flyer to distribute regarding the cookout as well as post an announcement on OneTech and send out a mass email to all the employees. The following Senators volunteered to help: Tammy Guarino, Andrea Eubanks, Pam Dixon, Tera Simpson, and William Titsworth.

President Guarino said the Staff Book Scholarship Program will be implemented this summer. The scholarship program will be self-sustaining and offered each semester. The application will be submitted online. Applicants will be chosen based on criteria met, (application, letter, need).

President Guarino discussed the Staff Award of Excellence program. She is looking into the possibility of getting monetary awards to be given with the certificates. Senator Dixon suggested getting a pre-paid Visa card. The award program will be posted online and nominations can be made at that time.

**New Business**

President Guarino stated that we need volunteers for a Grievance Committee to be formed from the Staff Senate. The following Senators volunteered to be on the committee: Michelle McMinn, Chelsea Martin, William Titsworth, Pam Dixon, Dona Kirkpatrick, and Tammy Guarino.

President Guarino received an email regarding the inconsistency of phone numbers on the OneTech directory. Their question was why the phone numbers on Ozark directory is listed to main office number not direct office numbers. It would be more convenient to list the direct office of the person needing to be reached as is on the Russellville campus. President Guarino will check on this.

Senator Higgs asked about the Staff Handbook policy regarding “Leave without Pay”. Senator Higgs is concerned about the changes and staff being terminated for missing work or taking leave without pay. Senator Eubanks stated that the policy it is still a working document. Mr. Pennington is working with the sub-committee on the handbook and will have to be approved before anything will be effective.

**Meeting Adjourned:**

Senator Titsworth make a motion to adjourn the meeting at 10:32am. Senator Martin second the motion.

**Next meeting:**

**Wednesday, June 6, 2018 @ 10:00 am in BazTech 204**

Respectfully submitted,

Dona Kirkpatrick, Secretary