Staff Senate Minutes

November 11, 2020

**CALL TO ORDER**

Vice President Brandi Duvall called the Arkansas Tech University Staff Senate meeting to order on Wednesday, November 11, 2020 at 10:01 am in Webex virtual online meeting.

**ROLL CALL Senators Present:**

Kaitlynn Beaird Angie Bell Judy Crouch Cynthia Dixson

Christopher Duncan Brandi Duvall Kaitlin Ennis Shelly Handley

Margie Link Teresa Lutz Amber Meeks Alan Parsons

Brittany Reves Lydia Rogers Lyndsey Simpson Amee Standridge

Karissa Webb Alisha Williams

**Senators Absent:**

Rachel Broussard Susan Johnson Tanya Martin

**Visitor(s):**

Dr. David Eshelman Alina House (Ozark) Andrea Eubanks

Dr. Linda Birkner (Admin.) Sara Bailey (Special Programs)

**Approval of Previous Minutes**

The minutes from the October 2020 meeting were distributed electronically prior to the meeting. Senator Bell filed a motion to accept the minutes and record the meeting virtually. Senator Williams seconded the motion. The minutes were approved by Senate vote.

**Special Report**

Dr. Linda Birkner reported a 6 million Estate Pledge, the largest single donation made to the University. Budget Planning continues with the next deadline being November 20th. Watch the Budget Advisory website and share with your constituents for updates.

Construction Updates:

Williamsons low bidder was Alessi Keyes who has done work on the State Capitol Building in Little Rock. The completion of Williamson is projected for August 2021. Hughes Hall will no longer be using the building for Administration and Finance, they will instead look at using the 404 Building, could come as soon as Summer 2021. Hull Pool construction is completed and opening November 19th. Student Services has begun to move staff members into the area. The roundabout on Tech curve and the new entrance, is moving forward with the city of Russellville and the Arkansas Department of Transportation. More updates with that to come in the near future.

**Committee Reports**

* **President’s Communication –** No Report
* **Budget Advisory –** Meeting tomorrow 11-12-2020
* **Scholarship –** No report
* **University Strategic Planning –** No report
* **Insurance Committee –** No Report
* **IT Prioritization and Impact** – No Report
* **University Communication Working Group –** Senator Williams noted they have not met since the spring.
* **Campus Space and Utilization –** No report
* **Green and Gold Cupboard –** Senator Reves received two grants, totaling $1,000 due to COVID 19. Staff are still primary users. Canned soup, canned meats, chili with and without beans, canned beans are the most needed items. Donations can be dropped off at the donation boxes, but group donations should be dropped off during open hours or by appointment. New flyer coming out with the information attached.
* **Staff Awards –** No report

**Old Business**

*Officer Elections*

President Nominations:

Brandi Duvall - declined

Alisha Williams – declined

Angie Bell – declined

Karissa Webb – declined

Rachel Broussard – not present

Vice President Nominations:

Kaitlynn Beaird – declined

Karissa Webb – declined

Alisha Williams – declined

Alan Parsons – accepted

Tanya Martin – not present

Kaitlin Ennis – declined

Angie Bell – accepted, if there is a President selected

Judy Crouch – declined

Secretary Nominations:

Margie Link – accepted

Brittany Reves – declined

Kaitlynn Beaird – accepted

Alisha Williams – declined

Angie Bell – declined

Susan Johnson – not present

Lydia Rogers – accepted

Rachel Broussard – not present

Vice President Duvall state with no Presidential spot filled, we cannot technically fill the Vice President or Secretary seats because they will then fill in the space above them, still leaving a seat open. VP Duvall received a volunteer for Presidency from Margie Link and excuse herself from the Secretary position. Staff Senate voted unanimously for Margie Link as President. Senator Rogers has declined, leaving Kailtynn Beaird as the only Secretary nomination accepted. Staff Senate voted unanimously for Kaitlynn Beaird as Secretary. VP Duvall sent a poll for Vice President, with Alan Parsons receiving the most votes, no challenge for the seat.

Staff Senate Officers:

President – Margie Link (Student Accounts)

Vice President – Alan Parsons (Veteran’s Upward Bound)

Secretary – Kaitlynn Beaird (Admissions)

*Daily Health Screening*

VP Duvall reached out to Health and Wellness about adding temperature to the form. She will follow up with that information soon.

*Staff Senate Survey*

VP Duvall noted the last survey was in February 2020, the next survey will need to go out February 2021.

**New Business**

*Faculty Senate*

Vice President Duvall address Dr. Birkner sending an email previously, stating Faculty Senate had asked to have more contact with the board. They are preparing a short report for submission and have a representative to attend meetings and ask questions. Dr. Birkner inquired if Staff Senate wanted to participate and meet with the board. This would help address items you want to work on in the spring. Senator Parsons and Senator Dixon agree that Staff Senate should get involved. VP Duvall asked if anyone wanted to volunteer or start a subcommittee, this decision would need to be made by December 1st to be included in the December meeting. Senator Bell noted there should be a subcommittee created with more than one person to make those decision. Senator Bell filed a motion to create the subcommittee. Senator Webb seconded the motion. Senator Williams inquire if this would be an ongoing committee or a one-time presentation. Dr. Birkner stated this would moving forward at each Board meeting, those meetings are not generally every month. You will have the option to come and present at any meeting. VP Duvall stated whomever is elected as Staff Senate President will want to be the representative at the meeting. VP Duvall asked for 2-3 volunteers to serve on committee. Senator Parsons, Senator Williams and Senator Link all volunteered.

**Open Forum**

Anonyms submission was filed based on staff morale and asked of Staff Senate could work on building up morale. We were unable to do the picnic, ugly sweater contest, or the Halloween costume contest. The WOW certificates have started to be less and less and when they were going out they were taking a long time to receive. VP Duvall asked for input on ideas. Senator Parsons noted this should still be open, we all want to be appreciated. Senator Link had the idea to go back to her constituents and have them provide feedback first. All Senators are to reach out to their area and report back in December with any ideas submitted.

**Announcements**

**Meeting Adjourned**

Senator Bell filed a motion to adjourn the meeting. Senator Dixon seconded the motion. The Senate voted to adjourn the meeting at 11:15am.

**Next Meeting**

December 2, 2020 @ 10:00 am in Webex virtual online meeting.

Respectfully submitted,

Karissa Webb, Secretary