

STAFF SENATE

Friday, April 7, 2017

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, April 7, 2017 at 9:00 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Jennifer Thomas
David Spicer
Peter Clifton

Sandra Anderson
Laura Rudolph

Senators Absent:

Stacie Harden

Ex-Officio Present:

Beverly Nehus

MINUTES: The minutes from the March 3, 2017 Senate meeting were distributed. A motion to approve the minutes was made by Senator Spicer, seconded by Senator Clifton, and all approved, motion carried.

NEW BUSINESS

- **Report from President's Communication Committee:** President Rudolph provided a summary from the President's Communication Committee meeting on the following topics:
 - Controller's Office now offers Direct Deposit for travel reimbursement. Employees must sign up through their OneTech accounts.
 - Departments doing their own travel requisitions and purchase request could become a possibility in the future.
 - Student Accounts now accepting American Express payment plans.
 - Student Account holds will be lifted if student is enrolled in a payment plan.
 - Energy Audits are taking place on both campuses.
 - Leadership Tech has been announced.
 - Senate Bill 125 Passed and will be changing Catastrophic Leave policies.
 - New procedures will be used during the Higher Learning Commission's visit.
 - All publications must be reviewed and approved by public relations before release.
 - New marketing campaigns are taking place. This will include logistics at Ozark Campus.
 - A survey will be sent out soon from the Alumni Association asking for input on how the University can do better.
 - The Bookstore transitions are reported to be going very well on both campuses.
 - Business and Industry departments have been very busy with multiple trainings.
 - "Road to Russellville" flyers are being posted. They contain information for an easy transition between campuses.

- Practical Nursing won their Quiz Bowl competition.
 - ATCC started a Coffee and Conversation series and it has been very successful.
 - ATCC will be offering four summer camps at ATCC.
 - A campaign for alcohol awareness is currently taking place.
 - Out of the Darkness walk is set for April 15th.
 - GTIP Grants- Tuition only grants.
 - Procedures will be changing for hiring international faculty.
- **Report from Russellville Staff Senate:** Secretary Thomas provided a report based on her notes from Russellville Staff Senate meeting which occurred April 5, 2017 on the following topics:
 - The new External Employment Draft Policy update was accepted by Staff senate members.
 - Emergency Management concerns and problems. Many staff members feel unprepared for severe weather and other campus emergencies especially with layouts of new buildings.
 - Communication concerns and the need for supervisor training in areas such as comp time.
 - Extra Labor employees can now receive Tech IDs.
 - Staff Handbook update will take place at May Meeting.
 - Four weeks paid maternity leave now offered to female employees who meet criteria.
 - **Birthday Cards:** Cards were presented for May Staff Birthdays to be signed and delivered.
 - **Employee of the Month:** Senator Thomas drew Mike Bogue as the May Employee of the Month.

DISCUSSIONS

- **Staff Senate Elections 2017:** President Rudolph reminded the senate members of the upcoming June 2017 election. Two members will be moving off including President Rudolph and Senator Anderson. The two new members will begin membership July 1, 2017. The following timeline was set up for the election:
 - Forms will be emailed for nominations beginning on April the 10th and ending on April 21st.
 - Nominees will be contacted April 24th-28th and verify their acceptance.
 - Accepted Nominees will be announced May 5th at the May Staff Senate monthly meeting
 - Voting will take place May 8th – 19th
 - The new staff senate members will be announced and attend the June 2nd monthly meeting
- **Service Excellence Award:** The service excellence award is a staff nominated award that will be announced during the May graduation ceremony. The following timeline has been set up for the award process:
 - The nomination form will be sent via email on April 10th and nominations will be accepted through April 21st.

- April 24th at 9:00 a.m. the Staff Senate will hold a special meeting to process nominees and choose the Service Excellence Award recipient.
- A plaque for the recipient will be ordered, and presented at the spring graduation ceremony.

ANNOUNCEMENTS:

- True Colors Professional Development training will be scheduled on one of the following dates May 31st or June 1st. When dates are confirmed the training will be announced to all staff members to attend the session.
- A complaint was brought to the Senate from a staff member concerning the Student Government Staff Award process. The staff member feels staff members who work behind the scenes are not being fairly represented for this award. Staff Senate members acknowledged the request, and the staff member was put in touch with the appropriate Student Government Official who is charge of their award process, as the Staff Senate is not involved in the process/rules for this particular award.

The Staff Senate would also like to remind all staff members there is the Service Excellence Award voted on by Staff members only. This award is given out yearly, and announced at the spring graduation ceremony.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for Friday, May 5, 2017 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Spicer motioned, Senator Anderson seconded, and all approve and motion carried to adjourn at 10:15 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary