

STAFF SENATE

Friday, March 2, 2018

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, March 2, 2018 at 2:04 p.m. in the Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Jennifer Thomas
Stacie Harden
Peter Clifton

David Spicer
Mike Bogue
Julie Schmalz

Ex-Officio Present:

Beverly Nehus

Visitors Present:

Chancellor Bruce Sikes- Ozark Campus
Laury Fiorello- Chief Financial Officer-Ozark Campus
Logan Bailey- Student Government Representative

MINUTES: The minutes from the February 2018 regular Senate meeting and the special meeting were distributed. A motion to approve the minutes was made by Senator Schmalz and seconded by Senator Clifton, and all approved, motion carried.

NEW BUSINESS

- **Budget Proposal-CFO Laury Fiorello-** Chief Financial Officer Laury Fiorello presented on the ATU-Ozark Campus budget proposal. The following items are a summary of the presentation:
 - The current budget proposal has been a work in progress since August 31, 2017. The final draft will go before Dr. Bowen very soon.
 - The budget proposal is based on four goals from the ATU strategic plan. The goals are as follows:
 - Goal 1- Human Core- CUPA and Planned Raises
 - Goal 2- Academic Coherence- Tech Requests and Classroom Needs
 - Goal 3- Operations Excellence- Budget Transparency and Participation
 - Goal 4- Citizens of Region, State, and World- Budget should help build our ATU footprint.
 - ATCC, Food Service, and Grant funds are not including in any numbers referenced as they are separate budgets. 2019 info is projected, and the 2018 info is actual, except for summer 2018.
 - Billable SSCH (Student Semester Credit Hours) projected for Fall 2018 is an estimated 11,000 SSCH, and Spring 2018 is projected to be 9,000. The lower the SSCH the less revenue unless there is a raise in tuition, fees, or state funds.
 - Revenues are composed from the following areas and amount to the following percentages of total revenues: Tuitions (31.48%), Academic Outreach (5.33%), Non-credit tuition (.48%), fees (21.72%), State Appropriations (39.23%), Sales and Services of Educational Activities (.47%), Other Sources (.44%), and Bookstore Commissions (.84%). Total revenue proposed for 2018 is \$8,286,560.

- Expense are composed from the following areas and amount to the following percentages of total expenses: Salary and Benefits (63.43%), Operations (14.35%), Scholarships (1.31%), Debt Service (5.98%), Technology (9.86%), Contingency (2.57%), Faculty/Staff Waivers (1.92%), Infrastructure Reserve (.59%). Total expenses proposed for 2018 is \$8,286,560.
- The technology budget proposal of \$816,715 includes the following items: Telecommunications (12%), Technology Requests (22%), and Tech Software and Maintenance (66%). The majority of the technology budget is used to maintain ATU software such as Banner, Blackboard, and OneTech.
- Contingency Funding encompasses a variety of expenses. Some items in the contingency proposed budget are contingent on the amount of billable SSCHs. The \$212,971 budget proposal for contingency include the following items: HS Concurrent MOUs, new position salary and benefits, Career Service Bonuses, Professional Development, Emergencies, and Extra Labor and College Work Study amounts.
- Tuition increases will amount to 1.8% or \$2.00 per SSCH. The SSCH fees increase by \$7.00 for the following fees: Public Safety Fee, Library Fee, Technology Fee, and Student Activity Fee.
- New state funds will be available with an estimate of \$65,000 added to the Ozark campus base with approval from legislators.
- The new outcome based funding formula will be introduced depending on CPs, TCs, Associate Degrees, and Bachelor Degrees attained.
- If SSCH goal is met it is proposed to have a 2% COLA and implement CUPA steps.

CFO Fiorello closed her presentation by reminding senators every student counts for the SSCH. Every part of the budget flows from students and the SSCH. The budget is proposed to help every student succeed. Every member of the ATU-Ozark has an effect on the numbers, and we must keep the mindset to put students first.

- **Chancellor Sikes Address to the Senate:** Chancellor Sikes addressed senators on budget proposals made by CFO Laury Fiorello and other important topics for the Ozark Campus. The following items are a summary of the topics discussed:
 - Chancellor Sikes reminded senators he is committed to providing the Faculty/Staff waivers. He does not want the waivers to end. The Faculty/Staff waivers are important to the campus and he will continue to make this benefit a priority for Ozark Faculty and Staff.
 - Chancellor Sikes elaborated on the following contingency budget line items:
 - New position Salary and Benefits- Chancellor Sikes believes this line item should always be budgeted just in case industry presents a request to ATU Ozark and they must fill a spot, but he also made senators aware if SSCH numbers are not met, this is the first budget line to be eliminated.
 - Professional Development- Chancellor Sikes clarified this budget line can be used by Faculty and Staff.
 - State appropriations revenue funds have not increased since 2003.
 - Viticulture & Enology will be closed, but the current Faculty member will remain employed and will fulfill a different role.
 - A major goal of the university is enrollment growth, and the ATU-Ozark has been doing a great job. The Spring 2018 enrollment numbers were very good, and the work done on the advising and drop for non-pay issues have been a great help to this growth and retention.

- One of the roles of the University is to help improve social mobility for the people of our communities. Arkansas Tech is the best in the state at providing this, but we must continue the upward trend.
- Policy changes will be more directed at students and strategic planning.
- Each degree at ATU is valuable, but each degree must all have a place in Arkansas. The degrees must support the industries.
- ATU-Ozark will continue to passionately support ATCC and concurrent students. These avenues offer an exploratory aspect that high school students benefit from.
- The single-parent population are a priority population to reach so the single parents can raise their families in the best possible way, therefore putting their children on the road to success.
- The Human Core of ATU-Ozark is a very important part of the strategic planning process and the budget process. It was very disheartening when the University was not able to offer a 1% COLA due to enrollment numbers this year. ATU-Ozark will continue to work on appropriate salaries, organization charts, and structure. With proper procedures and policies no matter what job position a person is currently employed in the person should be able to flourish at their job. This issue is still a work in progress and will continue to improve.

Chancellor Sikes closed his address to the senate by encouraging all Departments, Faculty, and Staff to be proactive in all planning. ATU-Ozark is making great strides in our communities, and the student must always be put first in all aspects of the University. Chancellor Sikes thanked CFO Laury Fiorello for all of her hard work on the budget process, and thanked the Staff Senate for their continued representation of ATU-Ozark Staff.

- **Report from President's Communication Committee:** President Spicer gave a report on the following items:
 - Montrell Williams is featured on the website www.darkhosedunker.com and is in a dunk contest. ATU community is encouraged to vote online.
 - Virtual Arkansas is now under ATU. This will add 700 concurrent students
 - Sexual Assault training to be completed by Feb. 28.
 - Citizen Response Training is being held March 2, 2018 for Public Safety Officers around the state.
 - Ashley Golleher was hired as the Government Relations Director.
 - Expanding the EMS program to Fort Smith.
 - 2018 Scholarship Banquet will be held on April 13. Staff/Faculty will receive a 25% discount on tickets for a final price of \$75.00 each.
 - ATU Now App is now available in live beta mode.
 - Dr. Bowen would like any departmental policy changes which also affect other departments to be discussed with all applicable parties before the policy change is enacted.
 - Dr. Bowen needs feedback for a policy on how to communicate via email. For example subject line being required, when you make a phone call instead, etc.
- **Student Government Association (SGA) Proposal Presentation:** The SGA representative was unable to present due to time constraints of the meeting and had to be rescheduled to the next meeting.

- **Report from Russellville Staff Senate:** The Russellville Staff Senate had not occurred therefore no report was given.
- **Birthday Cards:** Cards were presented for April Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Jessica Birchler-Spicer was drawn as the April Employee of the Month.

OLD BUSINESS

- **Ozark Campus Food Pantry:** A meeting with Dr. Huss and applicable stakeholders is scheduled for Friday March 9, 2018 at 12:30.
- **Staff Professional Development:** The Staff Professional development went very well and had good reviews from attendees. There were some requests to have one session in which all Staff could attend at one time.
- **Staff Potlucks:** The next Staff Senate Potluck has a tentative date of March 30th.
- **Staff Senate Service Excellence Award Criteria:** The following discussions were made concerning the Staff Award:
 - The spelling of the word “Respectful” on the scoring rubric needs to be corrected.
 - The nomination form needs to be renamed to say “Nomination Guidelines”.
 - Past award winner Angela Cox agreed to black out all names and number applications.
 - Senators were reminded to keep all nomination envelopes sealed as they are received.
 - Brittany Stockton of Public Relations will email out the announcement to all staff with the nomination form and scoring rubric attached.

ANNOUNCEMENTS

- President Spicer announced the cost of the bike rack would be \$50.00 for a basic U shaped rack which would allow space for at least two bikes. He will discuss this with Facilities Maintenance and update the senate accordingly.
- Ex Officio Nehus brought forward an anonymous comment from a staff member submitted via the Staff Senate website. The email stated the following:
 - “I believe it would assist in staff work-life balance to look into an 8am-4:30pm work day with a 30 minute lunch instead of 8am-5pm with a one hour lunch. I have heard that many other colleges/universities have gone to this option. As a secondary option and to extend availability to students, perhaps we could look into 3 shifts as follows: 7:30am-4pm (30 min lunch), 8:00am-4:30pm (30 minute lunch), and 8:30am-5:00pm (30 minute lunch) for those departments that have enough staff to have a person on all 3 shifts. Thank you for your consideration!”
 The Senate will discuss the above matter at the next scheduled monthly meeting.
- The Senate will hold a special meeting on Monday March 26, 2018 at 9:00 a.m. to score all Staff Award nominations and select the 2018 award recipient.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for April 6, 2018 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Bogue motioned, Senator Clifton seconded, and all approve and motion carried to adjourn at 4:11 p.m.

Respectfully submitted,
Jennifer Thomas, Secretary