

## STAFF SENATE

March 9, 2020

*Meeting Minutes*

### **CALL TO ORDER**

The Ozark Campus Staff Senate was called to order on Monday, March 9, 2020 at 9:00 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

### **ROLL CALL**

#### **Senators Present:**

Jennifer Thomas  
Erin Brickley  
Alina House

Peter Clifton  
Julie Schmalz

#### **Senators Absent: None**

#### **Visitors: Laury Fiorello, Chief Fiscal Officer**

**MINUTES:** The minutes from the February 14, 2020 Senate meeting were distributed. A motion to approve the minutes was made by Senator Schmalz, seconded by Senator Thomas, and all approved, motion carried.

### **NEW BUSINESS:**

- **Report from President's Communication Committee:**
  - March 6th: Nat! Employee Appreciation Day
    - ☆ Service Wows:
      - Brian Lasey: Night custodial moved to daytime due to hiring issues.
      - Tammy Weaver: University catalog for 2021 will be official 3/2; enrollment for summer/fall 3/2 start
      - Ms. Hinkle: Drop for non-pay list - down to approx. 46 students
        - Rachel Broussard over Ad Astra
        - HR position being advertised Super important
      - Amy Pennington: Outstanding Senior nominations. Due 5pm 2/20
      - COB: March 11th speaker: Mr. Garrett in Doc Bryan.
      - April 13-16th College of Ed (Cape) Dr. Carter
      - Ozark RN program review will be March 2-4th for accreditation; just completed Auto Repair program review
      - Athletics: GAC Tournament- women's Basketball next week
        - @ this time, approx. 7000 volunteer hrs. for student athletes
      - State Robotics comp. @ Coliseum (next week march 5/7)
      - HLC website for feedback on assurance evidence docs. Open Forums happening RTH 138 (J. Robertson)
      - Thursday at 7pm Brian Clark: Black History Month
    - -Spring Grad fair March 4/5 @ Russellville; March 3-@Ozark  
5th International film festival March- can visit [filmfest.atu.edu](http://filmfest.atu.edu) for more info  
Interdisciplinary series: Dr. Newt Hillard, Friday, Feb. 28th

- "Walk a Mile" event, Monday, March 9 @2pm Hindsman tower
- 2nd Monday Author Series @ Library at 7pm, March 9th
  - Interdisciplinary series: 3/18 Women's History month @ Chambers West, 6pm

### **Kristi Davis:**

- COVID-19: Health Center is aware & prepared if needed

KATV afternoon Tech featured (Thursday)

- Tera Simpson promoted to Digital master

### **Save the Date April 30th Reveal formal logo Brand; May 1<sup>st</sup> at Ozark Campus**

- Brand standards in review - Carrie Phillips- hope to complete soon to process requests for new business cards, stationary, etc.
- March 14th Bash at the Ballpark 11am/mar. 28th rain delay reschedule date
- April 17th Foundations & Futures gala; e-mail will be sent out to faculty/staff soon \$75 Fac. / staff tickets

### **Report from Russellville Staff Senate Meeting:**

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- **Ms. Hinkle Update:** Ms. Hinkle updated the Senate on the following items.
  - It is a very busy time at the moment and Ms. Hinkle appreciates all the hard working staff members.
  - EC has created a Coronavirus Taskforce. This taskforce has been formed to prepare for a coronavirus outbreak if one did occur on the ATU campus. There will be an announcement soon on OneTech announcing the members and their purpose.
  - Ms. Hinkle reminded all staff members to please stay home if you are sick, and not spread germs. Also, the custodial staff are doing a very good job being extra vigilant during flu season, but if someone or you in your office has the flu please contact custodial services for some extra deep cleaning in your area.
  - Ms. Hinkle and others will be visiting the capitol today to attend Budget Hearings.
  - ATU's Moody's Report is very positive. The Universities rating is A1. The report will be on Ms. Hinkle's website soon for review.
  - The Board of Trustees are provided with financial reports at every meeting, and ATU is very transparent with the Board.
  - Budget Program Reviews are currently being conducted.
  - ATU is required to pay minimum wage and the wage will increase in January 2021 to \$11.00/hour.
  - Official Employee Appreciation day is March 6, 2020. Ms. Hinkle thanked all staff members for their hard work every day.

- Vice President for Advancement will start on Monday, March 9, 2020. Everyone please welcome him aboard.
- **Committee Updates:**
  - Budget Advisory:
    - The Budget Committee is now on Scenario #12 of the budget. Still looking at a 2.2 million deficit. The following factors are being looked into to create a balanced budget:
      - Enrollment
      - State Aid
      - Fees
      - Min. Wage Increase
      - 1% COLA
  - Insurance Committee:
    - Still in research phase.
    - Cigna will be presenting to the committee.
  - University Communication Working Group:
    - Survey results are still being compiled. Hopefully an email with results will be sent out this week.
- **Staff Picnic Ideas:** President Smith passed out paper for suggestions on staff picnic ideas or other appreciation ideas. Many staff members were not satisfied with a free hot dog for lunch and would like something more such as time off. Suggestions will be gathered and discussed at the next meeting.
- **Energy Policy:** A new draft of the energy policy was submitted to the Senate. President Smith will give the senate time to review and vote on at the next meeting.

**Old Business:**

- **Special Election- Admin and Finance:**
  - Nominations will be opened soon. Please let anyone in Admin and Finance know of the opportunity.

**Open Forum:** The senate floor was open to any new discussions:

- A reminder to read the OneTech announcement about the HSA plan transfer fees of \$25.00.
- A staff member asked if Staff Senate could do a staff satisfaction survey every year instead of twice a year. This survey is very helpful for the Senate to be able to focus on items that are important to current staff members. Staff members agreed and the old survey will be sent out to current staff senate members to review and update questions.

**Next Meeting:**

April 1, 2020, 10:00 -12:00 in Doc Bryan 180.

## **New Business**

- **Birthday Cards:** Cards were presented for April Staff Birthdays to be signed.
- **Employee Spotlight:** Whitney Parsons was drawn as the April Employee Spotlight.
- **Visitor-CFO Laury Fiorello:** Whitney Parsons was drawn as the April Employee Spotlight.
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- **Open Forum: Visitor Laury Fiorello CFO-Preliminary Budget Summary 2020-2021**

-Staff Excellence Award nominations are coming up. Senator Thomas is sending to all senate for review. The nomination form will be electronically sent and submissions accepted March 13, 2020 through March 20, 2020.

-Senators spoke about coming up with some activities to do with staff during May, June, and July to decompress. Suggestions of maybe a yoga class, paint party, aerobics. Senator House is going to speak with the CFO (Laury Fiorello) on what the Staff Senate budget is and what type of spending/stipulation guidelines are involved.

## **OLD BUSINESS:**

- **New Policy/Committees Update:** No update given
- **Staff Potlucks:** Next potluck is scheduled to be on March 20, 2020 at 8:00 a.m.
- **Staff Excellence Award:** Senator House will be emailing nomination form with rules

## **ANNOUNCEMENTS:**

- Staff Handbook is to be shared with all staff per Mr. Sikes that will filter through HR(Mitzi)
- November 9, 2021- November 10, 2021 Higher Learning Commission will be on site

## **ADJOURNMENT**

Senator Brickley motioned, Senator Schmalz seconded, and all approve and motion carried to adjourn at 10:45 a.m.

Respectfully submitted,  
Alina House, Secretary