

STAFF SENATE

May 11, 2020

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Monday, May 11, 2020 at 9:00 a.m. via WebEx phone call.

ROLL CALL

Senators Present:

Jennifer Thomas	Erin Brickley
Julie Schmalz	Alina House

Senators Absent: None

MINUTES: The minutes from the April 20, 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:

Russellville Staff Senate Meeting Minutes:

No quorum for minute approval.

Composed by a Budget Advisory member. Suggestions given through the feedback form as of April 30.

Feedback needed to Charity by Monday evening at the latest.

Three different budget scenarios

- 5%, 10%, and 15%
- Will heavily review those three scenarios at BA meeting on the 14th.

· Green and Gold Cupboard-

Open by appointment only currently.

- Insurance

5 bids for Medical and 6 bids for Pharmacy.

No information yet, but Stevens Group will be doing a presentation with their findings.

Will be stopping APERS option for new employees.

- Communication Working Group

o Survey Results will be sent out soon.

· Staff Awards

Some work started on this, but not much in motion.

Would like to form an official committee of 4 to 5 volunteers from Senate.

Help review existing research

Eventually get motion going on this.

A Staff Senate member said this has been done before and it was shut down because of lack of budget.

Creating a committee to work on ALL options

· New Committee- Welfare Committee

Purpose- Committee that would work with Green and Gold Cupboard. Members would help doing food drives. Also, any other welfare concerns brought before staff senate such as Angel Tree donations, etc.

Presidents Communication Meeting:

Dr. Bowen: - No on-campus COVID cases reported thus far. - Summer plan: May and Sum I will be all online; some Sum II. Courses (labs) will be held on-campus. - No summer camps; none until Aug. 3rd (if any) - No May graduation; postponed until August. Could be held virtually. - 306 students still living on campus at this time. - Working to do Governors School virtually Heath Whorton & Brandye Bisek: - Heath

o Focus on recovery planning: What is ATU going to look like after Aug. 3? Taskforce working on this plan.

o The plan is in the works, but nothing definitive yet. o Core concepts that planning will be based on:

♣ Adaptability – be able to take two steps forward, and then be flexible to take one step back. No hard deadlines will be in place to allow this. Expectation needs to be that things are uncertain.

♣ Scalability – a lot of the plan is to scale at the university level as a staff/faculty member, and as a student. Everyone has a stake in the plan; applicable to ALL. The plan will also lay out a program for individual programs/offices that will have their plan within themselves.

♣ Sustainability – not a plan that will be executed in August, and then never seen again. This is something we will have to continue to deal with beyond August. Sustainable after one semester. o Want some kind of metric in place to help make decisions in the future. Want to try and mirror some information from state/federal level. But be able to make decisions for ATU independently. o Make a concise plan. Short and to the point. – Brandye

o Still doing the employee screenings

o Only 1 COVID case was an online student in northwest AR; not an on campus student Delton Gordon - 140 more contracts signed right now than this time last year; numbers are down 40 contracts for freshman students - Month-to-month numbers are on par to last years numbers. 1787 contracts from November 2019 to February 2020. - 355 last April/ 219 this April for contracts Jessica Holloway: - Fiscal Year 20 is on OneTech. May 1st is a deadline Sam Strasner: - Top Senior awards were announced; on arkansastechnews.com Dr. Bedsole - Summer enrollment is down 20% from last year; 8400 credit hours - Fall outlook looks good: new student enrollment is up from last year. Returning student registration is

down for UG as is Grad. Dr. Bowen: o Dr. Bowen comments: Nationally anticipating 15% drop in enrollment

- o Making a 'worst case scenario' to present to the BOT for budget purposes Operational priority: academic importance for students; to not layoff anyone; to not have decreases in benefits or pay. - Will be pausing several construction projects.
- o Cannot pause Williamson due to grant received
- o Will proceed with elevator in Witherspoon due to ADA compliance o Student union in Hull (not the new building) will continue due to the fees taken from students for this purpose.
- o Chambers cafeteria sewer
- o Reroofing Wilson - Hold on Hughes reno, new Student Union for example - Funds coming from reserve to help - \$6.25 fee change for Rec Center - Looking at list of new hires and holding some of the positions - Likely to need to use some of the reserve funds to help balance the budget - Plan B committee:
- o Looking at ways to increase income for the short-range
- ♣ Fund balances – what is restricted; what is obligated; which are not obligated and have some flexibility
- ♣ Looking at energy savings; passing info along to Institutional Effectiveness for early retirement options; step-down plan options. Ms. Hinkle: - Inst. Effectiveness committee update:
- o Since the enrollment reports are changing, then it is hard to give any definitive answers at this time. Dr. Johnson o Sharing suggestions from Plan B committee to help with planning o APERS study follow-up; suggestion made to stop offering APERS retirement to new hires as of July 1. Dr. Bowen: EC & Dr. Bowen discussed the following: - May 11th through July 31st; staff would work an extra ½ hour Mon-Thurs and take a 30-minute lunch then closed on Friday afternoon (the university itself). Supervisors can work with their staff members to do either 7:30-5 or 8-5:30.
- o Hearing no complaints, Dr. Bowen said that we would begin this schedule on May 11th with all offices. - "Soft Friday" this Friday, try to decrease the number of meetings and messages sent out to get a break away from your desks/computers. –
- Library will remain open until 6pm due to finals.

OLD BUSINESS

· Staff Picnic- No funds available for this to occur. Also, for safety this will not occur.

Trying to find alternate ideas to show appreciation.

Suggestions: Free Family photo during holidays.

· Special Election for Admin and Finance position: Some declined, some never answered. Do not have any confirmed. Another search will be announced.

o Anyone can nominate someone, but the nominated person must be part of the Admin and Finance division.

OPEN FORUM

· Please continue to check OneTech for important announcements. You might have to go to the next page to see all announcements.

ANNOUNCEMENTS

· Mental Health Resources for Faculty and Staff. Some are free of charge for a limited amount of time. – Check on OneTech for Announcement. -Posted on May 4, 2020.

· Next meeting June 3, 2020 10:00 – 12:00

New Business

- **Birthday Cards:** Since we are off campus Senator House will be emailing staff birthday notifications until we are back on campus.
- **Employee Spotlight:** No new employee was selected for the month of June.
- **Open Forum:** Alternate Work Schedule is set to be implemented on both Russellville and Ozark Campuses starting May 11, 2020 Monday through Thursday 7:30 -5:00 or 8:00 – 5:30, with 30-minute lunches and work Friday 8:00 – 12:00.
- **President Clifton sent resignation via email effective immediately.**
- Voted to not hold any new elections until others position terms roll off as well. Discussing at next meeting further.

Old Business

- **New Policy/Committees Update:** No update given
- **Staff Potlucks:** No new potlucks are schedule due to COVID-19
- **Staff Excellence Award:** Faith Johnson awarded Staff Senate Service Excellence Award for 2020.

ANNOUNCEMENTS:

- Staff Handbook is to be shared with all staff per Mr. Sikes that will filter through HR(Mitzi)
- Next Staff Senate Meeting June 18, 2020 at 9:00 am.
- November 9, 2021- November 10, 2021 Higher Learning Commission will be on site

ADJOURNMENT

Senator Thomas motioned, Senator Schmalz seconded, and all approve and motion carried to adjourn at 9:43 a.m.

Respectfully submitted,
Alina House, Secretary