

STAFF SENATE

Friday, April 6, 2018

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, April 6, 2018 at 9:07 a.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

MINUTES: The minutes from the March 2018 regular Senate meeting. A motion to approve the minutes with spelling corrections was made by Senator Schmalz and seconded by Senator Clifton, and all approved, motion carried.

NEW BUSINESS

- **Adjusted Work Schedule:** President Spicer informed Senators Mr. Sikes is open to an adjusted work schedule as long as offices are open from 8 to 5. Mr. Sikes would like a recommendation so he can discuss with Chief Officers. The adjustments which were suggested to the Staff Senate were the following schedules with a 30 minute lunch: 7:30-4:00, 8:00-4:30, and 8:30-5:30.
 - Senator Harden believes each department should make their own adjusted work schedules. Some departments only have one person and will not be allowed to adjust any scheduling, while some have multiple employees and will be able to adjust multiple ways. If allowable some offices could cover for others, but there is no one recommendation that would apply to all departments, each should make their own recommendations and consult with their appropriate supervisors.

President Spicer will develop an e-mail to send to Senators to approve stating each department needs to develop adjusted schedules with their supervisors. Once the email is approved by the Senate, President Spicer will send to Mr. Sikes.

- **Bike Racks-**Mr. Sikes approved the purchase of a bike rack. President Spicer brought multiple options for bikes racks, and will check the purchasing process on how to order.
- **Report from President's Communication Committee:** President Spicer did not attend and no report was given.
- **Report from Russellville Staff Senate:** Senator Thomas provided a report from the Russellville Staff Senate on the following items:

- Pet policy updates from Disability Services and Facilities Maintenance regarding Service Animals and Emotional Support Animals on campus.
 - Staff Handbook Updates were given on leave policies, employee conduct and workplace policies, and hours and days of workplace policies.
 - Staff Cook Out is scheduled for May 23, 2018 at the Bell Tower from 11:00-1:00. This cookout is provided by Dr. Bowen and Executive Council. All faculty and staff are invited to attend.
 - Human Resources will be launching Supervisor training very soon with the following topics at the top of the list:
 - How to have critical conversations.
 - Recognizing strengths of employees.
 - How to foster a culture of teamwork.
 - Human Resources is also working on Staff Development opportunities involving teamwork and the basics of workplace benefits such as FMLA, Workers Comp, Retirement, etc.
 - Human Resources will be introducing a Total Compensation statement to all employees semi-annually. The statement will include wages, but will also include other benefits such as health insurance premiums and tuition waivers paid by the University.
 - The Non-Classified performance evaluation was launched.
- **Birthday Cards:** Cards were presented for May Staff Birthdays to be signed and delivered.
 - **Employee of the Month:** Alicen McMahan was drawn as the May Employee of the Month.

OLD BUSINESS

- **Ozark Campus Food Pantry:** A meeting was held with applicable parties and some locations were picked as the possible home for the pantry. President Spicer informed the Senate that Leadership Tech will be using the Ozark Campus Food Pantry as part of their project development phase. President Spicer will update the Senate as the stages of the project move forward.
- **Staff Professional Development:** The senate will continue working the next Staff Development session. Any ideas or comments are welcomed.
- **Staff Potlucks:** The next Staff Senate Potluck has a tentative date of June 29th. This potluck will offer a chance for the Service Excellence Award Winner to be recognized in front of their fellow employees.
- **Staff Senate Service Excellence Award Criteria:** The Staff Award winner was selected and will be announced at the May graduation ceremony. The yearly parking spot sign will be ordered very soon, but the wording details on the sign must be decided on first. Ex-Officio Nehus will order the award plaque.

ANNOUNCEMENTS

- Staff Senate elections are approaching and will be on the agenda next meeting to discuss. Jennifer Thomas and Peter Clifton will be rolling off.

- The Scholarship Benefit dinner is scheduled for 6:00 pm on April 13, 2018 at Tucker Coliseum.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for May 4, 2018 at 9:00 AM at the Arkansas Tech Career Center in Russellville.

ADJOURNMENT

Senator Harden motioned, Senator Clifton seconded, and all approve and motion carried to adjourn at 10:32 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary