

STAFF SENATE

Friday April 5, 2019

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, April 5, 2019 at 2:05 p.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Jennifer Thomas
Erin Brickley
Stacie Harden

David Spicer
Julie Schmalz
Mike Bogue

Ex-Officio Absent:

Beverly Nehus

MINUTES: The minutes from the March 2019 meeting were disbursed. A motion to approve the minutes was made by Senator Harden and seconded by Senator Schmalz, and all approved, motion carried.

NEW BUSINESS

- **Report from President's Communication Committee:** Notes were provided from the meeting on the follow items:
 - Dr. Bridgmon Withdrew VPAA candidacy.
 - Dr. Gunter New VPAA will be hired July 1. Update posted to OneTech soon
 - Dr. Bridgmon Brand study work personality sessions. April 1 at 9:00 and 1:00 Doc Bryan 242. Ozark April 2.
 - Dr. Gunter Economic impact study mid-April full report and fact sheet will be released.
 - Mr. Freeman Non-classified performance review process announcement soon. Will be due 6/1/19.
 - Ms. Hinkle VP Advancement interviews start May. Hoping July 1 start date.
 - Ms. Hinkle Construction Update: Student Union/Rec Center architect search ongoing. Will be a phased in approach.
 - Board of Trustees approved Hull architect search.
 - Public Works building artist in residence workshop completed. Public Safety hopes to move in by end of semester.
 - Softball Complex getting new fencing, working on drainage, and batting cages being moved.
 - 404 N. El Paso purchase approved by Board of Trustees
 - Board of Trustees approved University Commons transfer to ATU.

- Dr. Woods AR Governor School tentative schedule handout. Thank you to everyone who has helped with this. 425 applicants and will probably accept 375-400.
 - Mr. Sikes (OZ) New grant funding: walking trail, engine diagnostic analyzer, SNAP career development position.
 - Dr. Toms COB Distinguished Lecture series hosting Steve Landers
 - Mr. Fisher Feasibility study from campaign study. Foundation Board to endorse findings still. Plan is for comprehensive campaign.
 - April 12 Scholarship dinner. 6:00 in Tucker
 - Mr. Strasner Senior Graphic Design show at Norman Art Gallery. Hoops for Scholarships event 3/28/19. Light the Night at Hindsman Tower 4/4/19. Bash at the Ballpark and AR Symphony Orchestra 4/6/19. Every Student Counts conference hosted by Student Affairs 4/12/19. Out of the Darkness Suicide Prevention walk 4/13/19
 - Ms. McCall OneTech announcement soon regarding end of year dates. Pcard and requisition cut off June 3 (which is earlier than normal). Ensure items purchased are received by June 30.
 - Mr. Pennington Legislative update sessions 4/15, 4/19, 4/22 in Rothwell 138.
 - Mr. Freeman Monthly reminder to communicate employee hires/terminations with HR, Payroll, and Budget. Camp season is upon us too.
 - Mr. Sikes (OZ) UAMS partnership for Hands on Healthcare event 4/26
 - Dr. Bean April 12-18 Educator celebration week. Event at the capitol 4/12 and on campus 4/18 to sign commitment certificates.
- **Report from Russellville Staff Senate:** Senator Thomas gave a report from the March and April Russellville Staff Senate meeting on the following items:

March 6, 2019 Russellville Senate Meeting Notes:

- Jamie Earls Green and Gold Cupboard- Jamie spoke on ways to help the Cupboard.
 - A reminder the Cupboard is always in need of donations. Sometimes it is better to donate money instead of items as they can buy by the pallet.
 - Largest group of participants using the cupboard is Staff
 - Ozark Cupboard is also in the works.
- Committee Updates
 - Scholarship Committee- Meeting tomorrow 3-7-19 to make decision.
 - Insurance- No Update
 - Official Function- No Update
- Thomas Pennington

- Ethics policy in the works, must work quickly because required by HLC. Committees will be formed across all campuses, faculty and staff.
 - Medical Marijuana and Free Speech committees will also need to be formed.
- Internal Hiring Group has been disbanded to not waste time. Internal hiring was shut down because it would decrease diversity.
- Paving Walkway at Brown-Proposal Submitted.
- Faculty/Staff Tuition Waiver Deadline- Could this be extended? Why is the deadline the first day of class? What about Mid-term classes?
- Senate Restructure- The staff numbers have grown therefore senate members need to be increased from 20 to 21 to assure proper representation. This will be voted on at June meeting after approval.

The following items below were taken directly from Minutes- Senator Thomas had to leave meeting.

- President Reeves reported on the research and development from the Staff Senate Constitution & Bylaws Committee. The Committee brought a resolution to the Senate to consider an amendment to the Staff Senate Constitution editing the Staff Senate Mission.

The proposed Mission Statement reads: “The mission of the Staff Senate is to represent the Arkansas Tech University Russellville Campus’ staff to university administration.” Senator Bishop moved to accept the proposed mission statement as is. Senator Kirkpatrick seconded the motion. The motion was voted on and the motion was approved.

- President Reeves, on behalf of the Constitution & Bylaws Committee also brought forward a resolution to amend the Staff Senate Constitution by adding a Function Statement.

The proposed Function Statement reads: “The function of the Staff Senate is to represent the Russellville Campus staff:

- a. Acting as an advisory body to the President
- b. Initiating or reviewing policies and programs affecting the welfare of the staff and university
- c. Serving as the staff committee on committees for the selection of staff member for university standing committees
- d. Recognizing staff excellence”

Senator McMinn moved to approve the proposed Function Statement as is. Senator Martin seconded the motion. The Senate voted on the motion and the motion was approved.

- President Reeves sought feedback from the Senate regarding a Food Drive for the Green and Gold Cupboard for the Spring or Summer semester. President Reeves proposed a giving campaign through the ATU Foundation. Senator Green volunteered to speak with the Office of Advancement to get their giving calendar to make sure we don't overlap with other giving campaigns.

Senator Smith moved to do a Staff Senate-sponsored giving campaign to benefit the Green & Gold Cupboard in the spring semester. Senator Wallis seconded the motion. The motion was voted on by Senate and the motion was approved.

- President Reeves reported on the outcomes of the Great Colleges to Work For survey. The identified issues passed along to us by administration are:
 - Senior Leadership communicating openly
 - Senior Leadership provides clear direction

President Reeves called for feedback on these issues. The Senate provided the following feedback from their areas:

- Offices are no longer able to have staff meetings during work hours due to having to keep the office open and stagger their workforce
- Items are announced on the news website or social media without being communicated to the staff and faculty internally beforehand
- Staff would like Senior Leadership to provide the strategy behind decisions and explain why things are the way they are
- Staff would like actions to align with words from Senior Leadership and noted that the use of buzzwords and jargon often lead to a lack of understanding

Announcements

Staff Cookout is May 23. Senators are to get feedback from their areas regarding what activities they would like to see at the cookout.

April 3, 2019 Russellville senate notes

- Thomas Pennington updated on the following items:
 - Handbook is 109 pages and is currently on EC agenda today. Handbook will be sent back to Senate if any changes were given.
 - Paid out Sick Leave for Non-classified who retire is an issue that may need to be looked at. The maximum payout is \$7500.00. Administration would like to know the costs to implement this.
 - New policies will be available soon on the following:
 - Ethics
 - Concealed Carry
 - Medical Marijuana

- Free Speech

** Remember to distinguish from policy vs. practice. For example, it is ATU *policy* to have a contract approved by legal, and it is a *practice* for the contract to be approved in 3 days time.

- Committee Updates
 - Official Function- No new updates
 - Insurance- Decided to go with an Advisor not a Broker.
 - Scholarship- All staff scholarships have been awarded but the candidates have not been notified.
 - Staff Awards- Committee has met several times, will update as news becomes available.
 - Elections- Did meet and put together timeline for Fall.
- Diversity Feedback
 - A survey was handed out for Staff to fill out at the meeting.
 - The purpose of the Diversity committee is to increase diversity at ATU. More information will follow as available.
- Lack of Email response from FAMA Employees- How to fix this? No suggestions were made at the time.
- Senate Members Department Change- How to handle senate members moving departments. Currently no language in bylaws or constitution. It was mutually decided all members must represent who they were first elected to represent until the end of term. It will be decided if this can be changed when other changes are introduced.
- Green and Gold Cupboard Food Drive- Postpone drive until summer.
- Tuition Waiver Deadline- Could the deadline be changed to align with the 11th day of classes deadline instead of 1st day of class. President Reeves will see if this could be changed.
- Paving of Walkway at Brown- Proposal was taken to Ms. Hinkle to consider.
- Staff Senate Survey- Completed and will have results next meeting.
- OPEN FLOOR Announcements
 - Can picnic tables be positioned somewhere in between Brown, Browning, and the ADM building? No places for staff to have lunch.
 - Spring Break Hours- Can we have Friday's off? U of A and Henderson State were off Friday without taking annual leave.
 - Summer Hours- working 4 tens? Such as half the office working Monday thru-Thursday and off Friday, Sat, Sun. Then the other half working Tuesday-Friday with Sat, Sun, and Monday off. President Reeves will mention at meeting with Dr. Bowen.

- Can there be a group entry as well as individual at the Halloween Party? President Reeves will also mention to Dr. Bowen.
 - Staff Cookout May 23, 2019 11:00 AM – 1:00 PM sponsored by Executive Council.
 - Spring Plant sale is April 26-27th. Friday 8-5 and Saturday 8-12.
- **Birthday Cards:** Birthday cards were presented for May birthdays to be signed and delivered.
- **Employee of the Month:** Brady Oberman was drawn as the May 2019 Employee of the Month.
- **Employee of the Month Name Change/Restart:** President Spicer explained all employees have been drawn and it is time to restart the process. President Spicer recommended a name change to avoid any confusion. A discussion was opened to the floor, and the changes will be made:
 - Name change to “Employee Spotlight”
 - Draw two names each month to speed up process, and order a second parking sign.
 - Put employee spotlights on social media.
- **Ethics Policy/New Policy Committees:** Thomas Pennington spoke to the Ozark Faculty and Staff Senates on Monday, March 11, 2019 at 3:00 PM in HSW 137.
 - The policy was given out for comments and suggestions. A motion was made by Senator Brickley to approve the policy and send to the Board of Trustees for approval. Senator Bogue seconded, and all approved, motion carried.
 - Staff Senate volunteers were selected to serve on the following policy committees:
 - Medical Marijuana- Stacie Harden and Jennifer Thomas
 - Free Speech- David Spicer and Mike Bogue
 - Official Function- Julie Schmalz, Erin Brickley, Beverly Nehus

OLD BUSINESS

- **2019 Staff Professional Excellence Award:** The award selection committee met on April 3, 2019 and selected a recipient for the Staff Professional Excellence Award. The recipient will receive a plaque and will be announced at the Spring Graduation ceremony.
- **Staff Senate By-laws Amendment (s)--Ratification:** President Spicer sent an updated copy of the by-laws with all current amendments seven days before the regular scheduled meeting. One change was noted to be added to the Vice President duties. The following duty was agreed on and added to the duties of Vice President: maintains a list of senators and the positions they serve. A motion was made by Senator Harden to accept all changes

and present the document to Chancellor Sikes for approval. Motion was seconded by Senator Bogue, all approved, motion carried.

- **Staff Professional Development:** There is no new update at this time.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for June 28, 2019 at 8:00 a.m.

ANNOUNCEMENTS

- A staff handbook copy was emailed to all senators to review.
- Diversity survey was given out for senators to complete.
- Senator Harden announced the Career Service pay increases passed through the House and is now in the Senate for approval. If approved by the Governor, the new totals would go into effect beginning July 1. The new totals are as follows:
 - 10-14 years- \$800.00
 - 15-19 years- \$1,000.00
 - 20-24 years- \$1,200.00
 - 25+ years- \$1,500.00

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for Friday, May 3, 2019 at 10:30 AM on the ATCC Campus.

ADJOURNMENT

Senator Schmalz motioned, Senator Bogue seconded, and all approved and motion carried to adjourn at 3:12 PM.

Respectfully submitted,
Jennifer Thomas, Secretary