

# STAFF SENATE

Thursday, December 6, 2018  
*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Thursday, December 6, 2018 at 9:07 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

## ROLL CALL

### Senators Present:

Jennifer Thomas  
Mike Bogue  
Erin Brickley

David Spicer  
Julie Schmalz  
Stacie Harden

### Ex-Officio Present:

Beverly Nehus

**MINUTES:** The minutes from the November 2018 meeting were disbursed. A motion to approve the minutes was made by Senator Bogue and seconded by Senator Schmalz, and all approved, motion carried.

## NEW BUSINESS

- **Report from President's Communication Committee:** President Spicer attended the meeting, and provided the following notes:
  - Wednesday, December 5<sup>th</sup> 2:30 pm – 3:30 pm Russellville staff ugly sweater contest in Bas-Tech
  - Alumni breakfast during finals will post locations online
  - Everyone needs to be thinking about college work study money and how you will spend it, requests must be in by January 2019.
  - January 1<sup>st</sup>, 2019 minimum wage will go from \$8.50 to \$9.25 per hour. This will have an \$186,000 impact to the ATU budget the first 6 months. Departments will have to come up with funds there are no contingency funds left for the year.
  - 2019 Holiday Schedule is on the web site
  - The flags from all the countries where ATU students are from are on display in the office of Diversity and Inclusion.
  - The library at the Russellville campus will be open 24 hours a day from 7 am Monday December 5<sup>th</sup> until 9 pm Friday, December 7<sup>th</sup>.
  - Russellville Staff Senate is conducting a holiday food drive until December 7<sup>th</sup>.
  - Fraternity and Sorority Life is involved in the adoption of Angels from the Salvation Army Angel Tree.
  - President's Leadership Cabinet is conducting a clothing drive.
  - SGA hosted 4 members from the Assembly on the Russellville campus
  - Thomas Pennington is working on an ethics policy
  - No meeting in December

- **Report from Russellville Staff Senate:** Senator Thomas provided notes from the November and December Russellville Staff Senate meetings.

#### November 2018 Meeting

- Nominations for officers were made and officers were elected with the following results
  - President- Lou Ann Reeves
  - Vice Presidents- Andrea Eubanks
  - Secretary- Tera Simpson
  - Reporter-Hope Vilavanh
- Holiday Canned Food Drive- Deadline December 7
- Possibility of sponsoring an Angel Tree Recipient.
- Thomas Pennington:
  - Ethics Policy
  - External Employment
- Staff Appreciation Night at the Basketball Game. February 7, 2019- Free popcorn and drinks for staff members
- Staff Cookout sponsored by Dr. Bowen is May 23, 2019
- AED Defibrillators
  - Where are their locations? Is there a map of their locations?
  - Does every building need one? Or a sign where one is located?
- Internal Hiring process is being reviewed by the EC.
- Re-allocation and adding senators has been tabled for 2019.
- Faculty Staff Scholarship is available online.
- Faculty/Staff Waiver policy is currently being reviewed.
- A representative from Facilities Maintenance asked if there was a reason why FAMA had to clock in and out and no one else has to. This questions was forwarded on to Human Resources.

#### December 2018 Meeting

- New Faculty Staff Waiver policy was given out.
- Christi Brown- ATU Faculty/Staff Scholarship Instructions  
\$500.00.  
Apply online  
Only for Faculty or Staff or Dependents of Faculty/Staff.  
You apply through onetech on the tuition/aid tab, then apply for scholarships button.  
December 31, 2018 is the deadline.
- President Reeves gave an update on her committees she attends.
  - Fee Committee- Currently accepting proposals for any changes in fee charges that need to be made for next Fiscal Year.
  - Budget Advisory- Minimum Wage Increase. From \$8.50 to \$9.25 by January 1, 2019. If any employees are not currently getting paid 9.25, you must make adjustments in your budget to make this happen.

- Strategic Plan- The plan is in Year Four, and each budget item must be tied to the Strategic plan, if you think something is missing from the plan please communicate your concerns
  - College Work Study- There is money available. There are rules that come into play, but the hosting budget must provide 25% of the costs. Get with LouAnn if you believe you need work-study positions.
  - Thomas Pennington- Mr. Pennington brought two documents to discuss.
    - Ethics policy- Previously edited by Faculty Senate- Asked for subcommittee to look over policy and then collaborate with Faculty Senate.
    - External Employment Policy- Any employee who currently engages in external employment must notify their Vice President to avoid any conflict of interest.
    - Mr. Pennington asked for volunteers to be on the official function policy amendment committee.
    - Internal Promotion Update- EC would like to remain AS IS and open every job to the public at this time to create more diversity at ATU. Many staff members were not happy with this, and Mr. Pennington asked for a committee to be created to get data and other information to present to EC again.
    - EC is still looking at the new staff handbook.
  - Concerns submitted via the staff senate website
    - An employee voiced a concern over the use of scentsy products and oil diffusers. The employee was wanting a policy to stop the use of these products as some people are allergic. – There was a discussion including the following
      - Employees should be free to use air fresheners in their personal offices.
      - Lobby Areas should be kept smelling fresh, but maybe not scentsy products.
      - If an employee has an issue with another employee's office then maybe prior arraignment could be made to meet in the lobby or at BasTech, etc.
    - One employee would like the opportunity to be able to register two vehicles under one hang tag, or to purchase multiple hang tags. Such as when you want to drive your convertible, but then during the winter you drive another car, etc.
  - A concern was brought from a FAMA representative about the day before thanksgiving break and the dismissal at noon. Some employees who start work at 4:00 AM already worked 6 hours. Ms. Hinkle was made aware of this, and is working on crediting these employees for four hours of comp time.
  - Goals for the new year
    - Improve Communication- President Reeves asked all senate members to remember to communicate the meeting contents with the staff members they represent. Always bring back department concerns to the Senate.
    - Teamwork with Faculty Senate:

Volunteer Opportunities- Helping the homeless, etc  
Potluck/Dinner Opportunities  
Representatives to attend Faculty Senate Meetings and vice versa.

- Review Senate By-laws and Constitution including adding members, changing member amounts.
  - Christmas Party Today December 5, 2018 2:00-3:30 PM at BazTech
  - Next meeting January 2, 2018 @ 10:00 AM in Doc Bryan 180.
- **Birthday Cards:** Cards were presented for January Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Julie Schmalz was drawn as the January 2019 Employee of the Month.

## OLD BUSINESS

- **Staff Senate By-laws Amendments:** A handout was provided by President Spicer listing some of the changes to be made to the by-laws. Senators were asked to look over the document and report back any concerns.
- **Bike Rack Update:** The bike rack has been ordered but has not arrived.
- **ATU Ozark Food Pantry Update-** A soft launch of the Green and Gold Cupboard for the Ozark campus was successful. By January the pantry should have regular hours of operation. Currently Faculty is participating in a food drive for the pantry. More details on hours will be announced soon.
- **Staff Professional Development:** The senate is still interested in looking into in house opportunities such as those offered to Leadership Tech Cohorts. More information will follow as available.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for December 14<sup>th</sup> at 8:00 a.m. The will be an ornament exchange for those who would like to participate.

## ANNOUNCEMENTS

Monday December 17, 2018 there will be an ugly sweater contest in Student Services Room 117A.

## GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for Friday, January 4, 2019 at 9:00 AM.

## ADJOURNMENT

Senator Bogue motioned, Senator Schmalz seconded, and all approve and motion carried to adjourn at 9:55 a.m.

Respectfully submitted,  
Jennifer Thomas, Secretary