

STAFF SENATE

Friday, December 6, 2019
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, December 6, 2019 at 9:06 a.m. in the Conference Room 137 in the Ozark Health Science and Wellness Building

ROLL CALL

Senators Present:

Jennifer Thomas
Mike Bogue
Erin Brickley

Peter Clifton
Julie Schmalz

Senators Absent:

Alina House

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

NEW BUSINESS

- **Report from President's Communication Committee:** President Bogue reported on the following items:

Topics of Discussion:

Human Resources:

- Vacation requests for December need to be turned in as soon as possible.
- All staff on both campuses need to acknowledge that they have received and looked at the new Staff Handbook.
- Mandatory reporter training must be completed by those who have not done so.
- Child abuse training will be offered by Human Resources and taken online like the Title IX training.
- A position review for many jobs will be conducted.
- Positions that were frozen in the spring can now be unfrozen (also, faculty positions were exempt from freezing).
- If someone is taking a new job or leaving the university for other reasons (such as retirement), the exact date of the job's last day must be recorded.
 - Example: If an employee will not be working past December, then the last day would be their actual last day of work, which might be December 21, rather than putting the last day of work as the month's end at December 31.

Financial Aid:

- 900 more FAFSA's completed to date than last year at this time.

The Ozark Campus:

- Mr. Sikes announced that ATCC's Automotive Program has been recognized as one of the top five schools that utilize the Ford Learning Management System.

The University:

- For the 6th year in a row, Arkansas Tech is #1 in the state for the U.S. Social Mobility Index.
- Kaltura is taking the place of Tegrity, and training videos are available at <https://video.atu.edu/>

- **Report from Russellville Staff Senate:** Senator Thomas provided a report from the November and December meetings. Please see below:

November Meeting

- **Committee Updates-** The following updates were given on current committees:
 - Insurance- Open Enrollment now taking place.
 - Scholarship- The Faculty/Staff Scholarship was given out to two employees (Tonya Curtis and Carissa Webb). The employees were each given \$500.00 for the Fall 2019 semester. The Spring 2020 application is still open and accepting applicants.
- **Officer Position Removal-** The senate voted to remove the Reporter position. This position has not been used and has not been needed in previous years.
- **Russellville Senate Officer Elections-** The Senate welcomed all new members and nominated and voted on officer positions. The results are as follows:
 - President- Charity Smith
 - Vice President- Brandy Duvall
 - Secretary- Carissa Webb
- **Ms. Hinkle Update:** Ms. Hinkle updated the new senate members on her position on the senate and some of the issues she is working on currently. Ms. Hinkle also thanked President Reeves for her hard work and thanked the Senate group for the commitment to Staff issues.
 - HLC Visit- The University is constantly preparing for the HLC visit coming in November 2020.
 - Open Enrollment is available to do in person or online.
 - As the liaison to the Staff Senate all concerns will need to go through the Staff Senate President and then to Ms. Hinkle and if necessary on to EC.
 - Employees need to provide feedback for the Energy Policy.
 - All staff employees will be required to sign a signature page to acknowledge the new changes in the new Staff Handbook. HR will be sending out the signature pages soon.
- **Dr. Eshelman (Faculty Senate President) -** Dr. Eshelman gave a refresher course for Robert's Rules of Order for the Senate. The following items were mentioned and a handout was given to senators:
 - Remind Senators to stay on track. A timekeeper may be needed.
 - A bossy chair always keeps a meeting going smoothly.
 - Visitors give reports to the Senators. Senators do not give reports until open forum unless on the agenda.
 - There should be no discussion on a topic unless the topic has a second. If the topic did not receive a second it does not get discussed on the floor.

- Most business should occur on the floor. All information, documents, etc should be given in plenty of time before the meeting so informed decisions can take place at the meeting.
- All other non-agenda items must take place in open forum.
- **Volunteers needed for committees:**
 - Senate Elections Committee: This will be a standing committee to help with the elections process. This committee will be revisited next meeting
 - Green and Gold Cupboard Board Member- Brittany Reeves volunteered to represent the Russellville Senate.
 - Handbook Committee: This committee will need to be formed to handle any new concerns with the Staff Handbook. This committee will be chosen at the next meeting.
- **Open Forum:** The senate floor was open to any new discussions:
 - Senate members were encouraged to divide the representation between members in their respected departments and find out who they represent. Once this is done, members will need to make sure to report back to their constituents after meetings. It is also important for new senate members to introduce themselves to the constituents and get their e-mail contact information.
 - An HR representative reminded employees about open enrollment taking place, and also mentioned HR representatives will be at Ozark Campus on November 7th, 2019 from 9:00 a.m. – 4:00 p.m.

December Meeting

- **Ms. Hinkle Update:** Ms. Hinkle welcomed new Staff Senate President Charity Smith as President and reported on the following items:
 - Ms. Hinkle gave her appreciation for Staff and the hard work they do every day.
 - Williamson Building- In the process of working with the appropriate people to keep the building. Now the decision is how and at what costs.
 - Budget Advisory Meeting- Please look through the minutes which are available online. Any questions please ask.
 - Distributive Leadership- Dr. Gunter will be speaking to Faculty Senate on this topic. This may be something Staff Senate would like to have her speak on as well.
 - Next BOT meeting is December 17, 2019
 - EC has read the book “Power of Positive Leadership,” by John Gordon. All staff are encouraged to read and discuss with VP’s if you like.
- **Committee Updates:**
 - President’s Communication, Budget Advisory, and Communication Working Group minutes were emailed.
 - Scholarship Committee:
 - The deadline for Spring is December 15, 2019
 - If there is an error on the foundation website please try a different browser.
- **Dr. Erin Clair-Well Being Committee:**
 - Dr. Erin Clair presented a schedule of events for Staff and Faculty to attend.
 - All events are put on by volunteers. The schedule is made when the volunteers are available.

- All events are open to all staff; although EC voted to not allow staff to take off work (without using leave time) to attend these events, some events can be attended using their lunch hours.
 - If any staff member would like a new event on the schedule please contact Dr. Clair at eclair@atu.edu. Please be aware you may be asked to volunteer for the event as well.
- **Holiday Food Drive:** The Senate will be conducting a food drive for the Green and Gold Cupboard from December 9-17, 2019. Boxes will be available in buildings with primary staff offices.
- **Toys for Tots:** The Senate will be individually bringing toys to donate to Public Safety's Toys for Tots initiative.
- **Regular Meeting Time Change:** President Smith presented to the Senate floor a change to the regular meeting time of the Senate.
 - President Smith explained the current time of the first Wednesday from 10:00 AM – 12:00 PM is a conflict with Executive Council's meeting. This conflict makes scheduling EC officials to speak to the Senate difficult. President Smith asked for feedback to move the meetings to Wednesday afternoons from 2:00-4:00 or another time on Tuesday mornings or Thursday mornings.
 - The senate discussed and came to the conclusion that Tuesday mornings from 10:00-12:00 would work best. President Smith will check with events to see if rooms will be available during the suggested time and report back to the Senate.
- **January Meeting Rescheduled for Holiday:** The January meeting will occur on January 8, 2020 from 10:00-12:00. Location will be announced as soon as meeting time is confirmed with events.
- **Grievance Committee:** Staff Senate volunteers were selected via e-mail to serve on the grievance committee for HR. Please see the grievance section of handbook for more information on members of this committee.
- **Standing Committees:** Members were asked to volunteer for at least one of the standing committees available. A sign-up sheet was sent around to volunteer. Volunteers will be announced at the next meeting. The committees available were as follows:
 - Senate Elections Committee: This will be a standing committee to help with the elections process.
 - Handbook Committee: This committee will need to be formed to handle any new concerns with the Staff Handbook.
 - Constitution and By Laws: This committee will be formed to address any changes needed to the Senate Constitution and By Laws.
- **Energy Policy:** All feedback was given to the energy manager Mr. Collins. Mr. Collins may come speak to staff senate soon about the policy. He will be speaking to the faculty senate in February.
 - A Senate member stated they believe it is important to have facilities management employees present at the meeting Mr. Collins attends. These employees have knowledge of the restraints on heating and air equipment.
- **Open Forum:** The senate floor was open to any new discussions:
 - Allison Sims, a visitor and fellow staff member, asked if it would be possible for employees to have free access to TechFit. Ms. Sims also mentioned at her previous university, employee summer hours were campus wide, and each department was expected to develop a plan with

their supervisor to get the required hours. Campus was open to the public from 8:00 AM – 3:00 PM

- President Smith informed Allison there is currently a Leadership Tech Cohort working on this issue.
 - A Public Safety official reported on the Campus Safety Walk. Most of the complaints were about lighting. A copy of the report is available if needed.
 - President Smith read an item that was submitted via the Staff Senate website. The staff member asked if ATU could do an employee appreciation photo session. The employees could bring their families and the University's photographer could take photos of employees and their families for a discounted price.
 - President Smith reminded all employees there is a Mandated Reported training on your OneTech you must complete. This is a separate training from the Title IX completed at the beginning of the year. You will receive a certificate and you will need to send the certificate to HR.
- **Birthday Cards:** Cards were presented for January Staff Birthdays to be signed and delivered.
 - **Employee of the Month:** Mike Crouch was drawn as the January Employee of the Month.
 - **New Meeting Date and Time-** The next meeting date falls on January 3, 2020. Many senators will be out. A new meeting date and time was agreed upon. The next meeting will be January 10, 2020 at 9:00 AM.

OLD BUSINESS

- **Definition of Shared Governance:** The senate discussed what the definition of shared governance should be according to Ozark Campus Staff. The following items were discussed:
 - Senator Clifton provided resources generally defining shared governance and also shared the shared governance statement from the Faculty Handbook. Faculty and Staff are very different, but the current faculty statement could be re-written to apply specifically to Staff.
 - The senate discussed the difficulty on defining shared governance and the many areas that are involved in this statement. What departments do Staff represent? Sometime faculty and staff cross paths on the same issues, but for the majority of issues they do not.
 - Senator Thomas shared a current flow chart on how policies and decisions are made, and the consensus was made Staff can make recommendations or offer advice, but decision making is not available for staff members to make in many aspects.
 - Senator Brickley noted during Strategic Planning meetings shared governance was used very well. No decisions were made at the meetings but recommendations and ideas were shared which were helpful and an important part of shared governance.

Senator Brickley brought a motion to the Senate floor to table the discussion until the January meeting, noting all members should bring back a statement of shared governance

to discuss and edit which will then be voted on at the February meeting. Senator Clifton seconded, and all approved, motion carried.

- **Procedure for Staff Feedback link-** The Senate agreed to place a suggestion box on the Staff Senate website and to have the emails filter through to a generic staff senate e-mail with all current staff senate members having access. One senator will be responsible for filtering through the e-mails. Senator House could be this person since she represents the Human Resources department.

Senator Brickley motioned to table the discussion to the next meeting when Senator House can return and agree to the responsibility. Senator Schmalz seconded, all approved, motion carried.

- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for December 13th at 8:00 a.m. An e-mail will be sent out today reminding staff to bring an ornament and food item.

OPEN FORUM

- Senator Clifton had a retired employee contact him and he was asked to mention the following item at the next senate meeting:
 - Could retired employees be invited to attend social events, such as the Holiday parties?
 - Senator Clifton quoted the Staff Handbook on this issue “Retirees are invited to special social events on the campus which are for the purpose of entertaining faculty and staff.”

Senate members then concluded to ask Mitzi Reano or Bev Nehus for the best way to invite these members to upcoming social events.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for Friday, January 10, 2020 at 9:00 AM.

ADJOURNMENT

Senator Schmalz motioned, Senator Brickley seconded, and all approve and motion carried to adjourn at 9:53 a.m.

Respectfully submitted,
Jennifer Thomas