

STAFF SENATE

Friday, January 12, 2018
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, January 12, 2018 at 9:14 a.m. in the Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Jennifer Thomas
Stacie Harden

David Spicer
Julie Schmalz

Ex-Officio Present:

Beverly Nehus

Senators Absent:

Peter Clifton
Mike Bogue

MINUTES: The minutes from the December 2017 Senate meeting were distributed. A motion to approve the minutes was made by Senator Schmalz and seconded by Senator Thomas, and all approved, motion carried.

NEW BUSINESS

- **Report from President's Communication Committee:** The President's Communication Committee did not meet, therefore there was no report given.
- **Report from Russellville Staff Senate:** Senator Thomas discussed the following topics:
 - Russellville Staff Senate will begin piloting an On-Track Staff Development Program. The program will be scheduled thirty minutes before the regular senate meetings from 9:30-10:00. The following topics will be covered from February to May: Career Advancement, Conflict Management, Human Resources, and Communication Styles.
- **Birthday Cards:** Cards were presented for February Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Mitzi Reano was drawn as the February Employee of the Month.

OLD BUSINESS

- **Ozark Campus Food Pantry:** President Spicer reported Dr. Huss has not confirmed meeting dates at this time. President Spicer will continue to follow up.
- **Staff Professional Development:** Ex-Officio Nehus discussed the availability of Dr. Mott presenting for the Ozark Campus. The previous date of February 23rd was confirmed

and two sessions will be scheduled to accommodate employees and to keep offices open. Ex-Officio Nehus will send out available presentation topics to Senators via e-mail.

- **Staff Potlucks:** The next Staff Senate Potluck has a tentative date of March 30th. This date is not confirmed as this time.
- **Staff Senate Service Excellence Award Criteria:** Senator Harden is continuing to update the form to allow nominators to type directly into the form. A suggestion was also made to put the word “required” by the signature lines, and for the scoring rubric to be sent out with the nominee form. Instructions will also be included on the form explaining that forms must be delivered in a sealed envelope. A box will be set up in Student Services for the envelopes to be collected. Tentative dates were selected for the award nomination process. First, the award nomination form will be sent out via e-mail on February 26, 2018. The form will be due on March 9, 2018 by the end of the day. Then, Senators will meet on March 16, 2018 to score and select the Staff Senate Service Excellence recipient.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for February 2, 2018 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Harden motioned, Senator Schmalz seconded, and all approve and motion carried to adjourn at 9:56 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary