

# STAFF SENATE

Monday, March 4, 2019  
*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Monday, March 4, 2019 at 9:06 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

### Senators Absent:

Mike Bogue

### Ex-Officio Absent:

Beverly Nehus

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

## NEW BUSINESS

- **Report from President's Communication Committee:** President Spicer attended the meeting and reported back on the follow items:
  - Budget at Russellville Campus is being decreased. President and Vice President offices were the first budgets to decrease but now Maintenance and Operation costs will have to be decreased by 5% to 10%. Hiring freeze until July 1 is currently in place unless the position is critical. Higher end scholarships will also be changed.
  - Dr. Bedsole is working on enrollment. ATU needs 300 new freshman to stay flat. Working on other items such as Hull Building Renovation and Student Rec Center.
  - Ken Wester alerted the campus to new e-mail phishing scams. He also reminded everyone to look for the notice of external senders which pops up on any email outside the ATU system.
  - Sandy Cheffer reminded everyone that evaluations are due this Spring and please let HR know of any Summer Camps.
  - Staff/Faculty Appreciation Night at the basketball games on February 28.
  - Jessica Holloway mentioned there is currently an internal survey being completed for the bookstore, and an on campus focus group for Chartwells.
  - Travel reminded all employees to turn in travel in a timely manner.

- 2019 Spring Gala is Friday April 12. Tickets are \$75.00 each for Faculty and Staff.
  - Sam Strasner reported ATU is the first NASPA voter friendly campus.
  - Walk a mile in her shoes is scheduled for March 4, 2019.
  - March 5 from 2:00-3:00 PM a seminar on Healthy Eating will occur on Ozark Campus
  - Dr. Warnick announced an AmeriCorps program coming to the Russellville Campus.
- **Report from Russellville Staff Senate:** Senator Thomas gave a report from the January Russellville Staff Senate meeting on the following items:
    - Dr. Susan Underwood passed out a handout on the upcoming HLC Visit. Some important points noted were the following:
      - HLC Visit November 9-10, 2020
      - Major benefit of the accreditation by the HLC is Financial Aid. Students cannot receive financial aid if the institution is not accredited.
      - Last review was in 2011.
      - ATU is on the Open Pathway Process to Accreditation which includes the following steps:
        - Assurance Review (Year 4)
        - Quality Initiative (Years 5-9)
        - Comprehensive Evaluation (Year 10)
      - Accreditation Process involves 4 steps:
      - Preparation and Self Examination
      - Peer Review- Visit and Examination (External)
      - Judgment Action
      - Continuous Review
      - Criteria for accreditation
        - Mission
        - Integrity: Ethical and Responsible Conduct
        - Teaching and Learning: Quality, Resources, and Support
        - Teaching and Learning: Evaluation and Improvement
        - Resources, Planning, and Institutional Effectiveness
      - Ways Staff members can support:
        - Work Together.
        - Be aware of upcoming visitors.
        - Be well informed on the process.
        - There are staff members on all committees currently.
        - Visit [www.atu.edu/HLC](http://www.atu.edu/HLC) for updates.
    - President Reeves gave updates on committees:
      - Fee Committee: Student Union is a big priority for funding
        - Possibly filling in pool to have an open area to use as student center while building new area. A lot of issues and things to work through on this process.
      - Budget Advisory: Student Union also a major part of this committee and Spring Enrollment decreased 4%.
    - President Reeves reported on her meeting with Dr. Bowen:

- Dr. Bowen would like the Senate to look at the mission statement of the senate. The mission statement seems very broad.
  - Dr. Bowen would like the Staff Awards process to continue. Leadership Tech Cohort 3 may partner with Staff Senate on this project.
  - Dr. Bowen asked for the staff's opinions on the effectiveness of the yearly staff update meetings. Discussions are below:
    - Some staff believe the information is redundant.
    - The sessions are very long, and it is sometimes not possible to schedule lunches easily.
    - Some of the new items such as Tuition Waiver should have been communicated before the sessions. Instructions were very vague, and many fees now being charged were not communicated effectively.
- Russellville Staff Senate will be sending out a survey to Staff on the Russellville Campus to assess the effectiveness of the Russellville Staff Senate.
- Staff Senate Restructure Proposal: The Russellville Senate was presented with a handout showing the employee numbers currently in all areas of the Russellville Campus. The goal would be to have a 20 to 1 representation. This would increase the Senate to 21 members. There were some concerns with the accuracy of some of the numbers presented. The item was tabled until numbers could be confirmed.
- Jennifer Thomas asked President Reeves while on the topic of adding members if she had heard the proposal from Dr. Bowen about an Ozark Staff voting member on the Russellville Senate. President Reeves acknowledge that she had heard from Dr. Bowen on this subject and opened the floor to the Senate to discuss. The following items were noted:
  - Most of the items Russellville Senate deals with are not Ozark Related.
  - If Ozark Campus has a voting member, that would mean a Russellville Campus staff member must also be on their senate as voting member.
  - Items involving Ozark Campus should be sent to the Ozark Campus Senate as well for their Senate to discuss, but a voting member should not be necessary as many items do not relate.
  - It would be possible to have an agenda item for an Ozark Campus update if needed.

After a discussion on the floor of the senate. The consensus was that an Ozark Campus voting member was unnecessary on the Russellville Senate. A motion was made to keep the Ozark Campus representation as is with an Ozark Campus Staff member attending each meeting and relaying information as available. The motion was seconded and all approved.

- Staff Appreciation Night-February 28, 2019 @ 5:30 PM
  - Volunteers needed. Can work in shifts if enough volunteers are available.
  - Employee gets vouchers, not family/spouse.
  - Limited number of T-shirts. First come first serve.
- Multiple Subcommittees were formed to research and improving the following areas:
  - Constitution and By-laws
  - Staff Awards

- Election process.
- The issue of paving walkways and driveway at the parking lot at the Brown Building was discussed. This issue was mentioned in the past and is being brought to the senate again. President Reeves will bring the issue up again to the appropriate personnel.
- Insurance Committee meetings are currently taking place. Will be meeting with broker soon.
- Staff Cookout on Russellville Campus scheduled for May 23 in Tucker Coliseum.
- **Birthday Cards:** Birthday cards were presented for April birthdays to be signed and delivered.
- **Employee of the Month:** Angie Cox was drawn as the April 2019 Employee of the Month.
  - A statement was made by President Spicer to change the name of Employee of the month to “Spotlight” employee of the month beginning in June to avoid any confusion.
- **Ethics Policy:** Thomas Pennington will speak on the Ethics Policy for ATU at the Faculty Senate meeting scheduled for Monday, March 11, 2019 at 3:00 PM in HSW 137.

## OLD BUSINESS

- **Recommendation for Ozark Campus position on Russellville Staff Senate:** Russellville Senate members voted against an Ozark Campus position. President Spicer spoke with President Reeves about the situation and was assured if any policies affect Ozark Campus those policies will be given to the Ozark Senate as well. The senate will monitor the situation, and item will be tabled at this time.
- **Staff Senate By-laws Amendments:** President Spicer will send an updated document for Senate members to vote on and will submit to Chancellor Sikes for approval for the next senate meeting.
- **2019 Staff Professional Excellence Award:** The senate was provided with an updated copy of the nomination form. President Spicer announced the past winner, Linda Clifton, has agreed to receive nominations and redact all names. The following dates were announced:
  - March 15- Open Nominations
  - March 29<sup>th</sup>-Close Nominations
  - April 1<sup>st</sup>-2<sup>nd</sup>- Linda Clifton redact names.
  - April 3<sup>rd</sup> at 2:00 PM- Staff Senate meet for award selection.
- **Staff Professional Development:** There is no new update at this time.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for March 29<sup>th</sup> at 8:00 a.m.

**ANNOUNCEMENTS**

No announcements were noted.

**GOOD AND WELFARE**

The Staff Senate monthly meeting is presently scheduled for Friday, April 5 2019 at 2:00 PM.

**ADJOURNMENT**

Senator Harden motioned, Senator Schmalz seconded, and all approved and motion carried to adjourn at 9:51 AM.

Respectfully submitted,  
Jennifer Thomas, Secretary