

STAFF SENATE

Friday, May 5, 2018

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, May 5, 2018 at 9:17 a.m. in the Computer Lab at Arkansas Tech Career Center in Russellville, AR.

ROLL CALL

Senators Present:

Jennifer Thomas
Stacie Harden

David Spicer
Julie Schmalz

Ex-Officio Present:

Beverly Nehus

Senators Absent:

Mike Bogue
Peter Clifton

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

NEW BUSINESS

- **Bike Racks-** No updates at this time. The Senate is waiting on confirmation from the Ozark Welding Department on the availability to build a bike rack.
- **Report from President's Communication Committee:** President Spicer provided a report from the committee meeting on the following topics:
 - Susan McCall has taken over the Controller position
 - Dr. Gunter has taken the spot of Dr. Mott as the new Chief of Staff
 - A search has begun for new B2E members.
 - A reminder to all departments holding summer camps this summer to contact Human Resources to go through backgrounds, trainings, and important paperwork.
 - Concurrent students are being offered a onetime \$500.00 scholarship for the Ozark Campus, and concurrent students attending the Russellville Campus are offered the same \$500.00 scholarship which will last four years.
 - The 2018 Scholarship Dinner raised between \$120,000-\$125,000.
 - A Wingate resident artist grant was received for \$100,000.
 - A Veteran's grant of \$200,000 was received.
 - Tech on Tour is still in progress currently visiting Harrison, AR and Tulsa, OK.
 - Bank of Ozarks has announced an expansion and collaboration with ATU-Ozark and Ozark High School.
 - Dr. Abdelrahman has taken another position. The search to the fill the position will begin in Fall 2018.
 - Executive Council and Dr. Bowen are getting ready for the next HLC visit.
 - The 1st cohort of Leadership Tech is complete.

- **Report from Russellville Staff Senate:** Senator Thomas provided a report from the Russellville Staff Senate on the following items:
 - Handbook Policies changes are still in progress and there are no new changes at this time.
 - All Staff Cookout on May 23, 2018 11:00 AM- 1:00 PM at the bell tower courtesy of Dr. Bowen.
- **Adjusted Work Schedule:** A statement was presented by President Spicer from Chancellor Sikes. The statement read as follows:

*The Chiefs review of the Alternative Scheduling policy is as follows:
As stated in the Staff Handbook, Page 10 Hours of Work*

The hours of work are from 8:00 a.m. to 5:00 p.m. with on hour for lunch. However, this may vary at times depending on the job requirements, departmental routine and administrative approval. All employees are expected to be in their respective departments and ready for work at the scheduled starting time. The work week consists of five (5) days. Due to state policy, compensatory time is given in most instances for overtime work.

The Chiefs recommendation to the Staff Senate:

1. *Staff are permitted to discuss with their supervisor an alternative work schedule in support of departmental operations.*
2. *Administration and supervisors are permitted the authority to create an alternative work schedule for staff while also taking into account the considerations listed above.*

*Bruce Sikes
Chancellor*

There was some confusion among senate member if the alternative scheduling would be permanent or only on a special need basis. President Spicer will confirm with Chancellor Sikes and report back to Senate members.

- **Birthday Cards:** Cards were presented for June Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Laura Rudolph was drawn as the June Employee of the Month.
- **Staff Senate Elections:** The Staff Senate elections will begin during the month of June. Peter Clifton and Jennifer Thomas terms will be ending. A representative from ATCC and Ozark Campus must be elected. The following dates were selected to complete the elections process:
 - June 1-7, 2018- Nominations will be accepted
 - June 8th, 2018- Contact Nominees chosen to confirm their acceptance of the senate position.
 - June 11th-15th, 2018-Send out nominations for voting.
 - June-18-20th, 2018- Tally Results and contact new senators.

- July 6th, 2018- First Meeting with new senators.

OLD BUSINESS

- **Ozark Campus Food Pantry:** No new updates at this time.
- **Staff Professional Development:** The senate will continue working on the next Staff Development session. Any ideas or comments are welcomed.
- **Staff Potlucks:** The next Staff Senate Potluck has a tentative date of June 29th. This potluck will offer a chance for the Service Excellence Award Winner to be recognized in front of their fellow employees.
- **Staff Senate Service Excellence Award Criteria:** The Staff Award winner selected was Linda Clifton. President Spicer will order sign and post.

ANNOUNCEMENTS

- SFA “Tech It Out” pantry box needs to be filled. An idea was presented to do a food drive competition with teams and a point system. SGA could provide prizes.

GOOD AND WELFARE

The Staff Senate monthly meeting is presently scheduled for June 1, 2018 at 9:00 AM.

ADJOURNMENT

Senator Harden motioned, Senator Schamlz seconded, and all approve and motion carried to adjourn at 10:11 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary