

# STAFF SENATE

Friday, November 3, 2017  
*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, November 3, 2017 at 9:06 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

## ROLL CALL

### Senators Present:

Jennifer Thomas  
Peter Clifton  
Mike Bogue

David Spicer  
Stacie Harden  
Julie Schmalz

### Ex-Officio Absent:

Beverly Nehus

**MINUTES:** The minutes from the October 6, 2017 Senate meeting were distributed. A motion to approve the minutes was made by Senator Harden, seconded by Senator Schmalz, and all approved, motion carried.

## NEW BUSINESS

- **Report from President's Communication Committee:** President Spicer provided a report on the following topics:
  - ESPN3 streaming ATU Wonderboys Football Game on Saturday November 4, 2017
  - Travel Policy approved by the board and implemented as of November 1, 2017.
  - Non-Classified Personnel Evaluation form was approved and training will begin soon on the process and form. The evaluation will be based on the Service Excellence categories.
  - Beginning on Russellville Campus there will be an analysis of Admin I, II, III positions.
  - A Vice President of Enrollment Management will be hired. It is believed this new position will be able to increase enrollment numbers and allow for more funds for the University for such issues as raises.
  - Open Enrollment begins November 6, 2017. A representative will be at the Ozark Campus November 14, 2017.
  - Faculty Staff Waiver Committee is in place.
  - Dr. Bowen is looking to hire a government relations position. Right now the position is being outsourced, but by having someone dedicated to ATU could be an asset to the Universities current needs and concerns.
  - Dr. Bowen would like to remind all employees to spread the word from the communication meetings.
  - ATU is received a National Weather Service Award for being a "Storm Ready University"
  - Ozark Paramedic program to start in Fort Smith.
  - Ozark Campus received the camp grant. This grant is for Migrant Students. The grant will pay money toward tuition and fees after certain requirements and

conditions are met by the students. The grant also provides a laptop for the student.

- ATU is in the top 5% in the nation on the Social Mobility Index, and number one in Arkansas for the positive impact on the challenged social economic students.
- **Report from Russellville Staff Senate** Secretary Thomas provided a report on the following topics:
  - Twelve new senators members were introduced to the Senate, and senator elections took place.
  - The Faculty Staff Waiver Committee was mentioned and the tasks they hope to complete.
- **Birthday Cards:** Cards were presented for December Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Kathy Bartlett was drawn as the December Employee of the Month.

#### **OLD BUSINESS**

- **Ozark Campus Food Pantry:** No update was given. A meeting between interested parties has not been scheduled at this time, but is still in progress.
- **Staff Professional Development:** No update was given. Ex-officio Nehus was absent from the meeting therefore did not have an update on Dr. Mott. President Spicer will meet with Ex-officio Nehus to see if any progress has been made for the Professional Development.
- **Staff Potlucks-** The next Staff Senate Potluck has not been scheduled at this time.
- **Staff Senate Service Excellence Award Criteria:** Senator Harden provided a nomination form draft copy for the Senate to look over. The nomination form was based on the Service Excellence Categories. Each category had a space for the nominator to write two examples the nominee exemplifies the particular category. The following items were addressed and will be added to the draft as needed:
  - Nominator Name, Nominee Name, and Department lines will be added.
  - A notice explaining if assistance with writing is needed to contact Mike Bogue.
  - A possible early nomination period occurring around February or March before the regular Staff Senate elections.

The Senate will revisit the second draft made by Senator Harden at the next meeting.

#### **GOOD AND WELFARE**

The Staff Senate monthly meeting is presently scheduled for December 1, 2017 at 9 a.m. in the Ozark Health Sciences and Wellness Building Conference Room 137.

#### **ADJOURNMENT**

Senator Clifton motioned, Senator Bogue seconded, and all approve and motion carried to adjourn at 9:45 a.m.

Respectfully submitted,

Jennifer Thomas, Secretary