

# STAFF SENATE

November 1, 2019

*Meeting Minutes*

## **CALL TO ORDER**

The Ozark Campus Staff Senate was called to order on Friday, November 1, 2019 at 9:00 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

## **ROLL CALL**

### **Senators Present:**

Mike Bogue

Peter Clifton

Julie Schmalz

Jennifer Thomas

Erin Brickley

Alina House

**Senators Absent: None**

**Visitors: Katy Dodd, Chancellor Sikes**

**MINUTES:** The minutes from the October 4, 2019 Senate meeting were distributed. A motion to approve the minutes was made by Senator Clifton, seconded by Senator Thomas, and all approved, motion carried.

## **NEW BUSINESS:**

**Report from President's Communication Committee:** President Bogue attended on Tuesday, November 26, 2019 at 3:30 PM.

### **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 Meeting:**

Meeting is scheduled for November 6, 2019.

- **Birthday Cards:** Cards were presented for December Staff Birthdays to be signed.
- **Employee Spotlight:** Sandra Anderson was drawn as the December Employee Spotlight.

### **OLD BUSINESS:**

- **New Policy/Committees Update:** No update given
- **Staff Professional Development:** Veterans Administration Awareness (Free) was suggested by Senator Schmalz who also serves as a Certifying Official for VA.
- **Staff Potlucks:** Next potluck is scheduled to be on December 13th 2019 at 8:00 a.m. with ornament exchange

### **ANNOUNCEMENTS:**

- Staff Handbook is to be shared with all staff per Mr. Sikes that will filter through HR(Mitzi)
- November 9, 2021- November 10, 2021 Higher Learning Commission will be on site
- Overall retention goal is 1% or more of previous graduation class

### **ADJOURNMENT**

Senator Schmalz motioned, Senator Brickley seconded, and all approve and motion carried to adjourn at 9:40 a.m.

Respectfully submitted,  
Alina House, Secretary