

STAFF SENATE

Friday, October 7, 2016

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, October 7, 2016 at 9:06 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Stacie Harden

Sandra Anderson

Peter Clifton

Jennifer Thomas

David Spicer

Senators Absent:

Laura Rudolph

Ex-Officio Present:

Beverly Nehus

MINUTES: The minutes from the September 9, 2016 Senate meeting were distributed electronically and amended. A motion to approve with amendments was made by Senator Anderson, seconded by Senator Clifton, and all approved.

OLD BUSINESS

- **Discussion of Staff Senate Initiatives:** Ex-officio Nehus brought forth initiatives Chancellor Sikes would like the Staff Senate and the campus to become more involved in. Ex-officio Nehus also relayed a message from Chancellor Sikes reminding the Staff Senate and fellow Staff Members if any issues arise with volunteering, such as the use of leave time, all issues should first be taken to the immediate supervisor of the staff member. If the problem cannot be solved at the current supervisory level, then a move up the chain of command to the Chancellor is perfectly acceptable. The following initiatives below were relayed to the Staff Senate by Ex-officio Nehus from Chancellor Sikes:
 - Angel Tree- the Staff Senate could initiate a campus wide initiative to pick Angels off of the Angel tree during the holidays.
 - Senator Harden mentioned a program she is involved with that is similar to the Angel Tree. The Single Parent Scholarship committee selects 15-20 children from the recipients of the Single Parent Scholarship Recipients. The Ozark Campus provides toys for the children selected for the holidays. Senator Harden agreed to come up with a list of ways the Staff Senate could help with this program.
 - Bring a child/grandchild to work day.
 - Ex-Officio Nehus mentioned Chancellor Sikes would like for all employees to participate campus wide. Senator Spicer volunteered to work on the organization and scheduling of this event and present at the next meeting.

- **Staff Professional Development:** The Staff Senate revisited the Professional Development topic by going over earlier survey results relating to this topic. The survey results included topics such as Education Sessions, Banner and Blackboard Training, Team Building, and Time Management.
 - Senator Spicer brought forward the Service Excellence program which is a campus wide customer service related program in progress on all of ATU campuses. Senator Spicer believed incorporating Service Excellence training with other trainings such as team building would be beneficial to all campus employees, and coordinating trainings with the Faculty Senate could be a possibility. Senator Harden suggested each member of the Staff Senate bring ideas of professional development trainings to the next meeting to begin the planning process.

NEW BUSINESS

- **Amendment to Presidential Duties in By-laws:** A discussion was initiated by Senator Spicer to the possibility of amending the Presidential Duties of the Staff Senate President to include the following responsibilities:
 - The President must notify the supervisor of the Employee of the Month who has been chosen and ask the supervisor to include some positive information about the employee to use on the spotlight screens.
 - The President then must inform public relations of the employee along with the extra information provided by supervisors.
 - The President must inform the employee of their award and inform the maintenance staff of the parking spot selected.

The staff senate agreed this amendment would be beneficial to future Staff Senate Presidents and an official amendment to the by-laws will be presented at the November Staff meeting for approval.

- **Birthday Cards** were presented for November Staff Birthdays to be signed and delivered.
- **Report from Russellville Staff Senate:** Secretary Thomas provided a report based on her notes from Russellville Staff Senate meeting which occurred October 5, 2016 on the following topics:
 - The updated Staff Handbook is still in progress by legal counsel.
 - Current RFP- Bookstore Lease
 - Career Service Pay Plan and information to communicate to legislators.
- **Employee of the Month-** Senator Harden drew Regina Olsen as the November Employee of the Month.

GOOD AND WELFARE

Next meeting is presently scheduled for Friday, November 4, 2016 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Clifton motioned, Senator Harden seconded, and all approved the motion to adjourn at 10:17 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary