

STAFF SENATE

Thursday October 4, 2018
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Thursday, October 4, 2018 at 9:04 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Jennifer Thomas
Mike Bogue
Erin Brickley

David Spicer
Stacie Harden
Julie Schmalz

Ex-Officio Present:

Beverly Nehus

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

NEW BUSINESS

- **Report from President's Communication Committee:** President Spicer attended the meeting and gave the following updates:
 - Will Cooper announced a new procedure to log student complaints to comply with government and Higher Learning Commission standards. Will Cooper provided a handout (see attached) regarding the procedure. Faculty and Staff must report written complaints from a student for which there is not an existing formal complaint/appeal process via the *Faculty/Staff General Student Complaint Resolution Log* web form. The web form has not yet gone live. The October Faculty and Staff newsletter will announce the roll out of the procedure. Will Cooper stated this is a web form for Faculty and Staff to log complaints and not for students.
 - Dr. Jeff Woods announced that on September 13th Arkansas Tech University was approved to host the Arkansas Governor's School for the next 3 years. The grant is approximately \$650,000. The program had previously been hosted by Hendrix College for the last 38 years. AGS will take place over 4 weeks during the summer on the Russellville campus. The university has pledged to insure other campus activities will not interfere with AGS.
 - Ken Wester reported there would be network outages on the Russellville Campus on September 29th and 30th.
 - Jessica Brock reported the deadline to register for the departmental open house was this Friday. The open house will be on October 20th.
 - Dr. Blake Bedsole announced the university would begin phase 1 of a grant study for branding for the university. Workshops will be conducted on both the

Russellville and Ozark campuses. See attached handout for dates and times of the workshops.

- Dr. Mary Gunter announced the search for a new VP of Academic Affairs will begin in October. Academic Search will be on the Russellville Campus October 15th to begin the search and there will be an open forum from 3 to 4 pm.
 - Dr. Bowen announced the university had entered an agreement with the city of Russellville to lease the old fire station and a church for the purpose of applying for a grant to create an innovation hub which is in line with the strategic plan. The innovation hub will provide resources for entrepreneurs.
 - The Registrar's Office announced there would be approximately 700 graduates in the Fall commencement ceremonies.
 - Bernadette Hinkle announced the 124 warehouse had been completely emptied and thanked all those who helped make it happen. The university will save approximately \$40,000 per year by moving everything to a different warehouse. She also announced space on El Paso Street would soon be used by the Department of Public Safety and other academic uses including possibly space to conduct welding classes for Ozark Campus classes. Lighting will soon be replaced in the building to be more energy efficient.
 - Kelly Davis stated Homecoming was on October 19th and 20th. Mr. Davis provided a schedule of events (see attached handout).
 - Tammy Guarino reported Staff Senate elections for the Russellville campus would begin October 1st. Nominations could be e-mailed to her.
 - Sam Strasner announced the Russellville SGA President would be on KATV Channel 7 in Little Rock on Friday from 3-4pm to talk about the Bird scooters on the ATU Russellville Campus. ATU is the first in the state to have the scooters on campus.
 - Kristy Davis announced flu shot clinics for students on the Russellville campus would be on October 17th from 9am to 2pm and October 23rd from 1pm to 2pm in Doc Bryan 133. The shots will be free to any student with an ID.
 - The Russellville Campus online scholarship applications will be available in February.
 - Bob Freeman announced employees could receive a flu shot on the Russellville Campus on October 2nd and on the Ozark Campus on October 16th. He also reported Customer Service training would be held on the Ozark Campus on October 11th and that training had already been conducted on the Russellville Campus.
- **Report from Russellville Staff Senate:** Senator Thomas gave a report from the Russellville Staff Senate meeting on the following topics:
 - Faculty Senate President is looking for more unity between Staff Senate and Faculty Senate and is asking for a volunteers to attend meetings and vice versa.
 - The divisions of the Russellville Staff Senate were examined, and Staff Senate Elections are currently taking place.
 - Monthly payroll deduction will be available soon for parking permits.
 - Faculty Staff scholarship has been approved. The application will be sent out and committees will be formed.
 - The hiring/promoting within proposal was provided to the Executive Council for their October 10th meeting.

- **Presentation from HR-Insurance Proposals:** Blue Cross Blue Shield premiums increased 24.2% for Medical and 6.5% for Dental. ATU will absorb as much as the cost as possible. The \$950.00 PPO Plan will be going away. Open Enrollment will begin November 5-16, 2018. Human Resources will communicate new rates and other information as soon as the proposals are completed after the Board of Trustees meeting.
- **Birthday Cards:** Cards were presented for November Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Sherry Hesson was drawn as the November Employee of the Month.

OLD BUSINESS

- **Staff Senate By-laws Amendments:** The Staff Senate survey results were distributed and a special meeting for by-laws amendment discussions will be scheduled ASAP.
- **Bike Rack Update:** The bike rack will be purchased and the location will be picked very soon.
- **ATU Ozark Food Pantry Update-** The old break room in the Old Allied Health Building has been picked as the best locations. The Green and Gold Cupboard will be donating shelving and a soft launch will begin as soon as possible. More information will follow as available.
- **Staff Professional Development:** Customer Service training is scheduled for October 11, 2018 from 9:00 a.m. – 12:00 p.m.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for December 14th at 8:00 a.m.

ANNOUNCEMENTS

- Chancellor Sikes provided the option to employees to volunteer on October 12th during Fall Break in place of some of their work hours.
- A discussion was brought to the Senate about the welcoming of new employees. Should the Staff Senate present an invite to the new employees to a meeting? Welcoming new employees will be looked into by the Senate and discussed at the next meeting.
- Some employees are wanting more information on retirement options applicable to the current plans offered at ATU. Could this training be set up and available to employees to attend? Human Resources will be contacted to see if someone is available to come speak to employees.

GOOD AND WELFARE

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

ADJOURNMENT

Senator Schmalz motioned, Senator Brickley seconded, and all approve and motion carried to adjourn at 10:10 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary