

STAFF SENATE

Friday, September 9, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, September 9, 2016 at 9:02 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Laura Rudolph

Sandra Anderson

Peter Clifton

Jennifer Thomas

David Spicer

Senators Absent:

Stacie Harden

Ex-Officio Present:

Beverly Nehus

Visitors Present:

Chancellor Bruce Sikes

MINUTES: The minutes from the July 25, 2016 Senate meeting were distributed electronically and a motion to approve as written was made by Senator Spicer, seconded by Senator Clifton, and all approved.

CHANCELLOR SIKES ADDRESS: Chancellor Bruce Sikes addressed the Staff Senate on the following topics:

- Purpose of the Staff Senate- Chancellor Sikes encouraged the Staff Senate to be a voice for their fellow staff members, but to always keep the mission of the campus in mind. Each issue should be looked at through a “student’s lens.” The Staff Senate should be an avenue to continue the Service Excellence attitude which is a service initiative campus wide.
- Issues brought to Staff Senate- Chancellor Sikes realizes that the Staff Senate has become a place to vent, but would like to remind the Staff Senate to encourage staff members to speak to supervisors to solve issues within departments. The issues and topics brought to discussion within the Staff Senate should be looked at carefully and handled in a respectful way, and every issue must be looked at from the student’s point of view.
- Campus Announcements/Issues- Chancellor Sikes provided a summary of the current issues being addressed on the Ozark Campus. The following topics were discussed:
 - Beginning in December the overtime law is changing. Any salary position under \$47,000 will be available for overtime. Arkansas Tech is currently in discussion on this topic which will affect many staff members. A major discussion topic with this issue will be comp time versus compensation for overtime hours. The effect

of the extra compensation on budgets will be addressed, and a policy will be made as discussions continue.

- Service Excellence Campus Wide Initiative: Chancellor Sikes reminded the Staff Senate of the Service Excellence initiative being used campus wide. The initiative not only looks at how the staff members serve students but also each other. To be knowledgeable, respectful, and helpful to every person within the campus community at all times is important to each staff member and all students. Chancellor Sikes mentioned the results of the ALI survey which provides Ozark Campus students with an opportunity to rate programs and services of the Ozark Campus. Students responded with an 86% satisfaction rate which is a great accomplishment for the Ozark Campus. Chancellor Sikes mentioned he would like to survey staff satisfaction rates to be able to compare to the students especially with the new Service Excellence Initiatives expectations. This simple survey will hopefully be put into place in the near future.

- Position Classifications with State of Arkansas- Chancellor Sikes mentioned his continuing efforts with the State of Arkansas to increase positions within the campus community as well as budgeting for those new positions. Chancellor Sikes reminded the Staff Senate he is open to discussion for new positions needed for the Ozark Campus, and asked the Senate to be the voice for staff members to contribute on this topic.

- Enrollment: Chancellor Sikes informed the Staff Senate of the current enrollment status for ATU Campuses. The Ozark Campus enrollment has decreased compared to last year but has increased in areas which are important to the growth of the Ozark campus as a whole such as the high school freshman enrollment numbers which experienced record growth of 10%. The ATU Career Center's enrollment has experienced an increase this year also. Chancellor Sikes mentioned the importance of the different populations the Ozark Campus serves such as returning, transfers, and high school freshman. All populations must continue to grow to sustain the budget of the Ozark Campus. Differing enrollment populations and the push for stackable degrees will continue to be part of the Arkansas Tech strategic plan.

Chancellor Sikes ended his address by thanking the Staff Senate for their time, service, and dedication to the Arkansas Tech community.

OLD BUSINESS

- **Recap of previous year within Staff Senate:** President Rudolph gave a recap of the Staff Senate's accomplishments of the previous year.
 - The following actions were completed by the Staff Senate during the year:
 - Awarded the 2015-2016 Staff Professional Excellence Award to Ms. Kristie Moore.
 - In April 2016 Staff senate began awarding a Staff Employee of the Month. The employee of the month is randomly drawn each month, and includes the perks of a reserved parking spot and a "spotlight" on campus announcement boards. The following members have been selected since

the initiation of the award: Linda Clifton-April, Dianne Bell- May, Erin Brickley- June, Brenda Shoop-July, Laury Fiorello- August, Beverly Nehus-September.

- Initiated the Chancellor's Walking Challenge. The winning team of four each received \$25.00 gift cards to the Ozark Campus Bookstore, with two team members donating their \$25.00 gift to students in need.
- Provided birthday cards to every member of the staff over the year.
- The following topics were discussed and ruled on by the Staff Senate during the year:
 - Adjusted Work Schedules during summer terms
 - Casual Dress Policy
 - Professional Development for Staff
 - Campus Communication Efforts
 - Insurance Concerns
 - Retirement Concerns & TIAA CREF Loans against accounts
- **Review of By-Laws:** President Rudolph reviewed the current by-laws of the Ozark Staff Senate. President Rudolph reminded the senators that a copy of the by-laws are located on the Staff Senate website for review at any time.

NEW BUSINESS

- **Employee of the Month Drawing Qualifications:** A discussion was initiated by President Rudolph to the possibility of a minimum employment term for employees entered into the drawing pool for the Employee of the Month Award. Senator Spicer explained that the merit bonuses offered to classified employees require a year of service, and he believed a year of employment would be a good start for this award also. A discussion was made and a consensus was taken that employment of at least a year is popular with awards of this type within the Arkansas Tech System. Senator Spicer made a motion to take effect immediately to add a required qualifying factor of employment for at least one year to be eligible for the drawing pool of the Employee of the Month award. Senator Clifton seconded. Motion carried-all approved.
- **Birthday Cards** were presented for September Staff Birthdays to be signed and delivered.
- **Review of Roberts Rules-** President Rudolph provided a handout for senators to review on their own time if needed.
- **Report from Russellville Staff Senate:** Secretary Thomas provided a report based on her notes from Russellville Staff Senate meeting which occurred September 7, 2016 on the following topics:
 - Safety Concerns regarding Pokémon Go participation.
 - Possibility of adding Electric Car Charging Stations for campus use.
 - Clarification of the athletic events admission fee policy.

- The updated Staff Handbook is still in progress, and a review copy should be available soon.
- Salary Tiers Issues and Insurance rates are still under review.
- **Employee of the Month-** Senator Clifton drew Mike Crouch as the October Employee of the Month.

ANNOUNCEMENTS

- Senator Clifton made an announcement that he would like to volunteer to deliver Staff Senate signed Birthday Cards as close to the employees actual birthday as possible to make it more meaningful to the employee. Senator Clifton was thanked for his generosity and the time and effort he takes with delivering each card.

GOOD AND WELFARE

Next meeting is presently scheduled for Friday, October 7, 2016 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Spicer motioned, Senator Thomas seconded, and all approved the motion to adjourn at 10:20 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary