

STAFF SENATE

Friday, January 8, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by Acting President Moffit on Friday, January 8, 2016 at 10:15 a.m. in Rm 115 of the Allied Health Building.

ROLL CALL

Senators Present:

Sandra Anderson
Faith Johnson
Jennifer McIntare

Sharyl Moffit
Peter Clifton

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve December 2015 minutes as read was made by Jennifer McIntare, seconded by Sandra Anderson and all approved.

HANDOUTS

- Birthday cards for January
- Secretary Johnson provided copies of minutes for December 2015
- Jennifer McIntare delivered copies of Russellville Staff Senate meeting agenda

BUSINESS

- **New Member**—President Sharyl Moffit announced Peter Clifton as the newly elected member of the Staff Senate to serve out the remaining two and a half years left with Jessica Birchler's resignation.
- **Expected June Vacancies**—President Sharyl Moffit reminded that she and Secretary Faith Johnson's time will soon be served and that another election for membership and officers will soon be needed in June.
- **Potluck**—*Sandra Anderson motioned, Peter Clifton seconded and all approved to host an Italian themed potluck February 12 from 11:30 to 1 p.m.* Mrs. Nehus will place a request in with Megan Morris to make an email announcement about the event and she volunteered Debbie Edgin to maintain the potluck signup sheet in the Office of Student Services. (*Due to "FFA" Future Farmers of America testing being hosted February 12th the potluck has since been moved to February 19th from 11:30 to 1 p.m.*)
- **Birthday Cards**—Members signed and delivered cards to staff for January.
- **President Officer Position**—Sharyl Moffit former acting Vice President per the Bylaws and Constitution is automatically granted the option to accept the vacant role as President by which she has been standing in for since Jessica Birchler's resignation. Members were asked by Acting President Moffit to help decide whether it best for her to accept the role as President or to remain as Vice President. Sandra motioned, Peter Clifton seconded and all were in favor for Sharyl Moffit to continue as and accept the role as President to serve

out the remaining year until June elections. Sharyl Moffit then officially announced her acceptance to step up to Staff Senate President thus vacating the Vice President position.

- **Vice President Officer Position**–With Mrs. Moffit’s acceptance of the role as President this created the need to reelect a Vice President. Nominations were taken. Secretary Johnson motioned, Jennifer McIntare seconded and all were in favor to elect Sandra Anderson as the new Vice President to serve out the remaining year until June elections.
- **Russellville Staff Senate Report**–Jennifer McIntare using her notes delivered an oral report of her attendance at our Russellville Campus Staff Senate Meeting. *Topics discussed included:* Monthly vs Semi Monthly Pay, Confidential Incident Disclosure, Meal Plans for Employees, Leave being used to avoid scheduled responsibilities, Overtime Compensation, Two days of annual used during holidays, Free Tech Apparel For Staff, 30 minute Break for Fitness, Electronic Signatures for Requisitions, Child Care, Interest in more lunch and learn meetings, Campus wide active shooter and building manager training, and who should be more responsible for new hires.
- **TIAA-CREF Meeting**–President Sharyl Moffit per Mr. Sikes’ request was asked to identify and select names of persons having (TIAA-CREF) Teachers Insurance and Annuity Association-College Retirement Equities Fund to attend a soon coming meeting on the matter. President Moffit reported Kathy Bartlett and Theresa Fontaine have agreed to be in attendance of the soon coming meeting to bring back notes.
- **Health Insurance Meeting**–President Moffit informed the group of Mr. Sikes’ request to have someone from the Staff Senate volunteer to attend an insurance meeting with Mrs. Cheffer in Russellville to take note of any potential changes. She also informed the meeting date has not yet been set though it is expected to be soon. Peter volunteered, none opposed, to attend the insurance meeting and take notes alongside Mrs. Cheffer.

OLD BUSINESS

- **Professional Development Topics:**
 - **Staff Award**–President Moffit asked the group to delay further discussion regarding the award survey for another month, none opposed.
 - **Reserved Parking**–Mrs. Nehus informed Mr. Sikes has given the okay to move forward with the purchase of the Reserved Parking sign and she has confirmed with Mrs. Cheffer that funds are available in the budget. Mrs. Nehus will meet with Mr. Spicer and Mrs. Cheffer to make the order for the sign.
 - **Employee of the Week Monitor Slides**–The recommendation to post highlighted slides of employees each week was asked to be rethought or held off due to: timing of the year, limited trained employees available to set up the slides and the fact it may be easy to miss someone if try to rush the process.
 - **Monitors at ATCC**–Discussion was made that the purchase of monitors would no longer be a need if not running the Employee of the Week slides. Mrs. Nehus offered to speak with Mrs. Patricia Edmunds to see whether ATCC may have a need for the monitors to post other information to better decide whether or not it would be cost effective to purchase them because it is more than just the monitor

there is software to be considered. Further discussion of this matter was asked to be tabled by President Moffit until next month, none opposed.

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, February 5, 2016 at 10 a.m. tentatively in the new Ozark Health Science and Wellness Building unless a move is needed. *(Due to other obligations members by email have decided to have a brief meeting at 9 a.m. in the new Ozark Health Science and Wellness Building Conference Room 137)*

ADJOURNMENT

Sandra Anderson motioned, Jennifer McIntare seconded, and all approved the motion to adjourn at 10:54 a.m.

Respectfully submitted,
Faith Johnson, Secretary