

STAFF SENATE

Friday, February 5, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Moffit on Friday, February 5, 2016 at 9:15 a.m. in Conference Rm 137 of the new Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Sandra Anderson

Faith Johnson

Jennifer Thomas McIntare

Sharyl Moffit

Laura Rudolph

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve January 2016 minutes with correction to omit Laura from roll call list was made by Jennifer McIntare, seconded by Sandra Anderson and all approved.

HANDOUTS

- Birthday cards for February
- Secretary Johnson provided copies of minutes for January 2016

BUSINESS

- **Professional Development Information Sessions** –Mrs. Nehus announced Mr. Sikes will setup a meeting with Kristen Gilley, County Extension Agent—Family and Consumer Science, to see what professional development services she may be able to provide the campus. Depending how well the meeting goes Human Resources maybe asked to come in to deliver information regarding retirement. Further discussion tabled until after this meeting.
- **Potluck**—The Italian themed potluck was held from 11:30 a.m. to 1 p.m. in SSCC 117B and received good attendance. During the event Kristen Gilley, County Extension Agent—Family and Consumer Science, was asked to provide some information regarding some of the many professional development services she has available to staff. Amy Murders, Administrative Specialist III was announced as the first ever named Employee of the Month with a parking privilege and spotlight monitor slide for the entire month of March.
- **Birthday Cards**—Members signed and delivered cards to staff for February.
- **Russellville Staff Senate Report**—Jennifer McIntare now Jennifer Thomas delivered notes from the last Russellville Staff Senate meeting. The following topics were discussed: Employee insurance premiums will no longer be free (even rate or tier income based rate options are being considered), Grievance policy is being looked at for instance of situation involving employee and supervisor asking who do they go to and suggest maybe a department's vice president as the go to person, Extra labor issue of not being

allowed staff Tech IDs because Human Resources has policy that no staff Tech ID be given to temporary employees, Issue of not being compensated for overtime (time and half) because they had not already worked 40 hours in week the overtime occurred.

- **TIAA-CREF Meeting**—January 25th Kathy Bartlett and Theresa Fontaine on behalf of the campus attended and took notes of the changes to TIAA-CREF. President Moffit informed the group of some of Mrs. Bartlett's notes such as having to be 59 ½ to draw no matter what age when leave with exception of extreme situations such as medical, eviction or foreclosure on primary residence, damage to primary residence and or funeral and burial expenses. February 29th @ 8 a.m. is next TIAA-CREF meeting both Kathy Bartlett and Theresa Fontaine will attend at Russellville.
- **Health Insurance Meeting**—President Moffit informed the group that one of the key notes taken by Mr. Peter Clifton in the insurance meeting he and Mrs. Cheffer attended was that the employee insurance premium would no longer be able to be free. At this time both even premium amounts and tier income based premium options are currently being considered.
- **Diversity & Inclusion Training Webinar**—Mrs. Nehus announced that a Diversity & Inclusion Training Webinar focused on enhancing the experiences of students within the underrepresented population will be held March 29th from 1 p.m. to 2:30 p.m.

OLD BUSINESS

- **Professional Development Topics:**
 - **Staff Award**—Mrs. Nehus informed the group of Mr. Sikes' request to make the award fair not a popularity contest and to have it recognize service to mission to the institute. Members will plan to revisit the preexisting award criteria during the next meeting to see if it may be used, edited or whether another should be created. It was informed that a nominating committee would need to be setup as well.
 - **Employee of the Month Reserved Parking**—Mrs. Nehus informed the group of the arrival of the Employee of the Month Parking sign to go with the already received reflective pole and rubber stand. President Moffit suggested the group setup a special meeting prior to the potluck to draw for the first awardee for Employee of the Month Parking, none opposed. Once the name is drawn it will be delivered to maintenance to move the sign to the preferred parking spot chosen by the individual drawn. This individual will have the parking privilege for the entire month of March. The group will draw for the next recipient at the Staff Senate meeting each new month. (*Special meeting was held February 19 at 9:15 a.m. in the Conference Rm 137 of the Ozark Health Science and Wellness Building. All members except Jennifer McIntare (Thomas) from Arkansas Technical Career Center were in attendance. The first staff member to be named Employee of the Month was drawn, Amy Murders, Administrative Specialist III for announcement during the potluck same day at 11:30 a.m.*)
 - **Employee of the Week Monitor Slides**—Mrs. Nehus informed the group of Mr. Sikes' recommendation to run the spotlight slides once a month instead of once a week to allow for comments and error corrections. Secretary Johnson motioned, Laura Rudolph seconded, to consolidate to one staff employee to receive both

Employee of the Month Parking and Employee Spotlight slide recognition since now only looking to have the spotlight slides once a month, all approved, none opposed. Staff Senate members will look to setup a special meeting to make the staff name draw in order to announce the winner at the potluck February 19. *(Special meeting was held February 19 at 9:15 a.m. in the Conference Rm 137 of the Ozark Health Science and Wellness Building. All members except Jennifer McIntare (Thomas) from Arkansas Technical Career Center were in attendance. The first staff member to be named Employee of the Month was drawn, Amy Murders, Administrative Specialist III for announcement during the potluck same day at 11:30 a.m.)*

- **Monitors at ATCC**—Further discussion of this matter was again asked to be tabled by President Moffit until next month or until able to see whether there is any other need there for the monitors at ATCC, none opposed. For now if an ATCC staff member is chosen for the combined Employee of the Month with both parking privilege and spotlight slide, since ATCC has declared there is no need for the parking privilege, the campus will instead highlight the winner at ATCC using posters.

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, March 4, 2016 at 10 a.m. tentatively in the new Ozark Health Science and Wellness Building Conference Room 137 *(Per email from President Moffit the Staff Senate Meeting is postponed until Friday March 11 at 9 a.m. due to lack of a quorum with three out)*

ADJOURNMENT

Sandra Anderson motioned, Jennifer McIntare seconded, and all approved the motion to adjourn at 9:43 a.m.

Respectfully submitted,
Faith Johnson, Secretary