

STAFF SENATE

Friday, March 11, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Moffit on Friday, March 11, 2016 at 9:07 a.m. in Conference Rm 137 of the new Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Sandra Anderson
Peter Clifton
Faith Johnson

Jennifer Thomas
Sharyl Moffit
Laura Rudolph

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve February 2016 as read was made by Jennifer Thomas, seconded by Peter Clifton and all approved.

HANDOUTS

- Professional Development Survey Results
- Secretary Johnson provided copies of minutes for February 2016
- Alternative Summer Work Schedule Suggestion from staff

BUSINESS

- **Professional Development Information Sessions** –Secretary Johnson delivered the results from the recently sent Professional Development Information Survey. She reported a tie between ReNew You and Planning Ahead for Retirement topics. Third voted topic voted is Yoga and coming in last place is Healthy Cooking. *Secretary Johnson motioned, Peter Clifton seconded to host ReNew since listed first to break the tie, and all approved. Laura then motioned to amend the motion to include Planning for Retirement, Peter Clifton seconded the motion and all approved to amend the motion to have Mrs. Nehus check with Kristen Gilley to see if able to fit in the Planning Ahead for Retirement this year, but if not it will be next in line for professional development.*
- **Employee of the Month Reserved Parking**–Linda Clifton has been drawn from the pool of staff as the April 2016 Staff Employee of the Month. She will be highlighted with a campus monitor slide and given the privilege to designate a parking spot for the month of April.
- **Birthday Cards**–President Moffit reported there are no birthdays cards needed for April.
- **Russellville Staff Senate Report**–Jennifer Thomas delivered notes from the last Russellville Staff Senate meeting. The following topics were discussed: Issue of not being compensated for overtime (time and half) because they had not already worked 40 hours in week the overtime occurred is no longer being pursued with new campus comparison information, still pursuing choice options of monthly or semi-monthly pay

schedules noting a change could not be made in the year that it must be prior, classified raises based on Fair Market Studies are still being looked at with some department surveys already conducted (IT and Public Safety), Communication Issues for announcements are being addressed with suggestions of mandatory meetings and bulletin board use, and informed there is an Academic Accomplishment book now open for Staff to post accomplishments that are job related.

- **Latest TIAA-CREF Meeting**—*Discussion has been tabled, all approved, none opposed until receive latest full report from Mrs. Kathy Bartlett.*
- **Health Insurance Meeting**—Mr. Peter Clifton confirmed 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 being considered, no amount has still been stated. The campus has already shopped for cheaper insurance and at this time Blue Cross Blue Shield has not been beaten but the campus is still working on some considerations of how to lessen the overall expense. *Following Mr. Clifton's next scheduled meeting he will report any change in discussion.*
- **Staff Senate Meeting Time Change**—President Moffit suggested a meeting time change be made to go from 10 a.m. to 9 a.m. *Jennifer Thomas motioned, Sandra Anderson seconded, all approved to have Staff Senate meetings at begin at 9 a.m. on the first Friday of each month.*
- **Walking Challenge**—President Moffit explained there would not be a Blue and You Challenge this year and so the campus is in search of something to serve in its place. Mr. Sikes has suggested looking at hosting a Fit Bit Challenge (counting steps) since the walking trail is now open. With this idea teams would be formed, members can use either use their phone if able to count steps and or wear a Fitbit to get people moving. The challenge suggested would be whomever reaches 10K steps first or the most steps gets some kind of gift card(s). Staff Senate discussed name options, teams, and winner award options. President Moffit suggested calling the challenge the Chancellor Challenge. *Laura Rudolph motioned, Peter Clifton seconded and all approved to recommend the following to Mr. Sikes: host a Chancellor Challenge, having teams with no more than five members per team, each team must elect a captain to report total team steps to President Sharyl Moffit acting Administrator of Records for the challenge, Staff Senate will provide a High Steppers Award of \$25 gift cards to each individual of the winning team having the most total steps. As part of the motion team captains will be asked to report their total team's steps to Sharyl Moffit in the new Ozark Health Science and Wellness Building each Friday, each Monday Sharyl Moffit will email each team captain so they may inform their team members of their team's competition stance. The competition is expected to begin April 1 and run until May 31. In addition with the motion it was agreed to table the decision for the event to be ongoing until able to see how this year goes.*
- **Summer Working Hour Proposal**—Secretary Johnson provided a proposition submitted by staff for alternative summer working hours. The suggestion made was for the months of June and July only, when days are said to be slower. The proposition would allow individuals to choose to either keep current normal hours or choose from two alternative schedules. The first alternative schedule gave individuals the chance to rotate out part of the office working 7:30a.m.–5:30p.m. M-R with Friday off with the

next week working 7:30a.m.—5:30p.m. M-F, giving every other Friday off. The second alternative schedule would allow individuals to rotate out part of the office working 8a.m.—6p.m. M-R with Friday off with the next week working 8a.m.—6 p.m. M-F, giving every other Friday off. The idea from the staff is that it would allow the office to remain open yet allow staff to get every other Friday off while keeping the office open longer for student access. *Sandra Anderson motioned, Peter Clifton seconded and the majority ruled to decline alternative summer working hours as proposed on the grounds that the proposition would not benefit staff as a whole. Members felt this proposition is more of a benefit to one department so suggested it to be more appropriate for that department to make a request to Mr. Sikes instead of having the request come through the Staff Senate.*

OLD BUSINESS

- **Professional Development Topics:**

- **Staff Award**—Staff Senate reviewed the preexisting Staff Professional Excellence Award criteria. The following suggestions were discussed: whether to have one or more recipients, whether to have one for classified and one for non-classified or have it by department, as well as the award process dates. *Laura Rudolph motioned, Peter Clifton seconded and all approved to move forward with the preexisting Staff Professional Excellence award criteria as read: taking up nominations, forming an Ad Hoc Committee to choose 3 to submit to Chief Officers who will choose one to recommend to the Chancellor. For this award year only, as part of the approved motion, the award selection process dates will be as follows:*

- *nominations will be taken starting April 1 and due May 2,*
- *the Ad Hoc Committee is scheduled to be selected at the May Staff Senate meeting,*
- *the Ad Hoc Committee will then be given the nominations and have a week to review and submit their chosen 3 to the Chief Officers,*
- *the Chief Student Officer will submit the Chief Officer's recommendation to the Chancellor by June 1, and*
- *the awardee will then be announced and presented an award during the Fall Welcome Back meeting.*

Next year as part of the approved motion it is agreed to return to using the preexisting award selection process dates as originally read. Secretary Johnson will revise the award criteria for President Moffit's review before sending it on to Megan Morris, Public Information Specialist. Mrs. Morris will then be asked to forward both the criteria and nomination request form out to all staff. Mrs. Nehus has agreed to be the point of contact for receiving the sealed filed nominations from staff and for providing paper copies of the nomination form. Secretary Johnson also volunteered to shop online for award type and style ideas to email out to members ahead of the next Staff Senate meeting.

- **Monitors at ATCC**—Further discussion of this matter is still tabled.

ANNOUNCEMENTS

- **Gym Hours**—Laura Rudolph announced the gym in the new Ozark Health Science and Wellness Building is soon to open and to access it a student ID will be needed. Mrs.

Rudolph asked whether there would be any set times for staff to use the facility. Members had previously discussed asking for either 11a.m.—12p.m. or 5p.m.—6p.m for staff. It was reported by Mrs. Nehus per Mr. Sikes that staff hours cannot come in the way of student use around lunch though consideration maybe given to setting hours for staff early of a morning around 7a.m or 5p.m. but best to wait to let the new wear off to see whether set hours will be needed at all for staff to gain access. *Laura Rudolph motioned, Secretary Johnson seconded and all approved to table further discussion of this matter until a later date to see if set hours will be needed to give staff access to the gym.*

- **Staff Comments/Requests**—Mrs. Nehus brought attention to some additional requests she received from staff: seniority parking and staff lounge with tables. Discussion was made about the old Allied Health and Wellness building and what it would now house. *Members of the Staff Senate agreed unanimously they would continue to move forward with the Employee of the Month with parking and highlight as already setup but would look into whether there is some possible space for a lounge with chairs to help get staff out from eating at their desk more.*
- **Snack Machines**—President Moffit announced some concern with the snack machines located in the Ozark Health and Wellness Building, stating there has been some student and faculty complaints about the pricey poor selection of healthy choice snacks and drinks in the machine.
- **Bookstore Suggestion**—Laura Rudolph announced the community suggestion for the bookstore to be moved across Hwy. 23 in the former Physical Therapist building to allow better store front access for the community to purchase Tech items.

GOOD AND WELFARE

Next Meeting is presently scheduled for Thursday, April 7, 2016 at 9 a.m. tentatively in the new Ozark Health Science and Wellness Building Conference Room 137

ADJOURNMENT

Laura Rudolph motioned, Sandra Anderson seconded, and all approved the motion to adjourn at 11:11 a.m.

Respectfully submitted,
Faith Johnson, Secretary