

STAFF SENATE

Thursday, April 14, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Moffit on Thursday, April 14, 2016 at 9:04 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 March 2016 as read was made by Laura Rudolph, seconded by Jennifer Thomas and all approved.

HANDOUTS

- Secretary Johnson provided copies of minutes for March 2016
- Birthday Cards

BUSINESS

- **Employee of the Month Reserved Parking**—Diane Bell has been drawn from the pool of staff as the May 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 May.
- **Birthday Cards**—President Moffit presented May birthday cards to the group to be signed and delivered.
- **Russellville Staff Senate Report**—Jennifer Thomas delivered notes from the last Russellville Staff Senate meeting. The following topics were discussed:
 - Allocating time for Maintenance and Custodial employees to check announcements on OneTech,
 - Pay schedule semimonthly v. monthly payroll schedules have been approved to be recommended to Dr. Bowen allowing employees to change two times during life of employment at Tech,
 - Video phones are already used at Tech and our new Ozark Health Science and Wellness Building. Soon video phones are expected to be used by all departments because voice over internet is cheaper. Usage issues and no written policy is the topic of concern the committee is looking to discuss with Dr. Bowen,
 - If want more of an exact mile figure for mileage reimbursement employees are able to use Map Quest so long as a copy is submitted with their request.

OLD BUSINESS

- **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 some figures have been discussed but nothing solid to report except that the campus is currently staying with what the campus has for now until something further is resolved. Following Mr. Clifton's next scheduled meeting he will report any change in discussion.*
- **Professional Development Topics:**
 - **Professional Development Information Sessions:** *President Moffit met with Chancellor Sikes concerning the staff senate recommendation to host a retirement and fitness information session with Kristen Gilley, County Extension Agent—Family and Consumer Science. It was relayed by President Moffit that these sessions would not be possible this year due to Kristen soon leaving the Extension Office and due to a lack of time left in the year before reelections are needed. Although President Moffit was able to inform the Chancellor Challenge walking competition recommendation has been approved. President Moffit has relayed and encouraged the group to hold off on any other professional development ideas and or decisions until the new Staff Senate group is formed in July and new officers are elected. All current Staff Senate members were in favor, none opposed the motion to hold off new professional development ideas other than the already approved Chancellor Challenge until the new Staff Senate is formed.*
 - **Walking Challenge March Recommendation Recap**—*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.*
 - **Walking Challenge Recommendation Decision Update**—*President Moffit informed the Chancellor Challenge recommendation has recently been approved by Chancellor Sikes. Peter Clifton motioned, Sandra Anderson second and all approved to amend the Chancellor Challenge dates to May 1—June 15th with*

again agreeing on the originally stated challenge process awarding each member of the winning team with a \$25 gift card. President Moffit and Mrs. Nehus informed gift cards cannot be purchased using Staff Senate funds but if the cards were somehow donated we could give them out. Laura Rudolph offered to check with the Health Department about pedometers as gifts and to personally donate a gift card to be given out to the winners. It is still undetermined by the group whether this competition will be ongoing every spring or not. (Since the meeting it has been clarified by email that gift cards for the walking challenge winners cannot be purchased using the Staff Senate money due to budget reasons/rules but discovered the purchase may be possible using foundation funds.)

- **Staff Award March Meeting Recap**—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.

Staff Award Decision Update—President Moffit met with Chancellor Sikes and the Chiefs concerning staff recommendations regarding the staff nominated Professional Excellence and Professional Development suggestions. During the meeting it was discussed that the chiefs do not feel comfortable with the decision resting on them for the staff award process. It was also suggested that a 1-5 rubric with 1 being least and 5 being most on the nomination forms under each of the nomination criteria for professional excellence. The idea behind adding a rubric is to have the ad hoc committee add up the rubric scores to select one of the top to present to Staff Senate for unanimous decision. In addition a suggestion during this meeting was made to extend the start date to June 30th or July. *After much*

discussion Peter motioned, Laura Rudolph seconded and all Staff Senate members unanimously agreed to make the following recommended changes to the award process:

- Separate the student voted and staff voted award criteria on to two separate sheets to eliminate award confusion,*
- All Staff Senate members minus Ex Officio will act as the ad hoc committee agreeing not be eligible for nomination of this staff nominated Professional Excellence award while serving term as a member of the Staff Senate,*
- Paper nomination forms will be available in Mrs. Nehus' office and sealed nominations will still be collected by Mrs. Nehus,*
- All nominations will be turned over to the ad hoc committee to tally and vote on the awardee.*
- Nominations this year will be collected May 16—May 31.*
- Ad Hoc Committee will meet June 3 at 9 a.m. to select this year's awardee.*
- Awardee will be announced during the Fall Welcome Back luncheon in August 2016.*

Secretary Johnson provided award designs for members to mark which they were most interested in to later look into pricing.

- **Proposal for Staff Lounge Location**—Staff have relayed they would like to have a staff designated lounge to have lunch away from their desks. *After some group discussion, Secretary Johnson motioned to ask the Chiefs for best on campus suggestions regarding possible locations for a staff lounge. Peter seconded and all approved the motion.*
- **Monitors at ATCC**—Further discussion of this matter is still tabled.
- **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.*

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, May 6, 2016 at 9 a.m. tentatively in the new Ozark Health Science and Wellness Building Conference Room 137

ADJOURNMENT

Secretary Johnson motioned, Sandra Anderson seconded, and all approved the motion to adjourn at 10:28 a.m.

Respectfully submitted,

Faith Johnson, Secretary