

STAFF SENATE

Friday, June 3, 2016

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Moffit on Friday, June 3, 2016 at 9:06 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 May 2016 as read was made by Laura Rudolph, seconded by Jennifer Thomas and all approved.

HANDOUTS

- Secretary Johnson provided copies of minutes for May 2016
- Birthday Cards
- Agenda

BUSINESS

- **Employee of the Month Reserved Parking**—Brenda Shoop has been drawn from the pool of staff as the July 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 July. Staff Senate President agreed moving forward to notify the Chief Officer and Supervisor of the employee in addition to the employee drawn and Maintenance as a courtesy.
- **Birthday Cards**—President Moffit presented June meeting birthday cards to the group to be signed and delivered for July.
- **Staff Professional Excellence Award:** All members agreed unanimously to recommend to the Chancellor, Mr. Sikes, the jade color 9 1/4 “x 4 1/2” award draft with VIP Awards, presented by Secretary Johnson. The general price quote given was \$76 for the award + \$10 approximate engraving fee. Logo would be at top, below the logo would be the award title “Staff Professional Excellence Award”, Presented to, Recipient Name, Year and below it the following verbiage: “Given With Sincere Appreciation For Your Service To The Many Constituents Of The Campus”. Secretary Johnson has emailed the award draft copy to Mrs. Beverly Nehus.
- **Staff Professional Excellence Award Ad Hoc Committee:** Staff Senate acting as the award Ad Hoc Committee reviewed the staff submitted nominations for the Staff Professional Excellence peer nominated award. The recipient name has been voted and

recommended to the Chancellor, Mr. Sikes. It is expected a plaque will be presented to the awardee by the Chancellor of Arkansas Tech University-Ozark Campus during first staff and faculty meeting in the fall semester of the award year. Along with a public news release. Following the recipient announcement letters are expected to go out to all who were nominated.

- **Russellville Staff Senate Report**—Jennifer Thomas delivered notes from the last Russellville Staff Senate meeting. The following topics were discussed:
 - Handbook Grievance Procedures,
 - Option of donating catastrophic leave to an individual v. general catastrophic leave bank,
 - Discussion of current Classified Staff Evaluations, Possibility of an Employee Evaluation of Supervisors, Possibility of a Peer Evaluations, and soon coming Non Classified Evaluations.
 - Discussed the draft creation of one combined handbook for both Classified and Non Classified Staff.
- **Staff Senate Election Process:** President Moffit announced Stacie Harden and David Spicer as the newly elected Staff Senate Representatives. These two members shall serve the next 3 years beginning July 2016.
- **General Staff Proposal:** Staff members have asked the Staff Senate to consider and recommend the request to wear jeans and a Tech t-shirt during the Summer II term. President Moffit agreed to send Mr. Sikes notice of the staff request. Vice President Anderson agreed to meet with Mr. Sikes and the Chiefs in Sharyl's absence later today at 2 p.m. to discuss the recommendation further.

OLD BUSINESS

- **Health Insurance Meeting**—no report
- **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 11 a.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, July 1, 2016 at 9 a.m. tentatively in the new Ozark Health Science and Wellness Building Conference Room 137. (Due to scheduling issues the meeting has since been rescheduled to July 25, 2016)

ADJOURNMENT

Peter Clifton motioned, Jennifer Thomas seconded, and all approved the motion to adjourn at 9:50 a.m.

Respectfully submitted,
Faith Johnson, Secretary