

STAFF SENATE

Wednesday, December 9, 2015
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by acting President Moffit on Wednesday, December 9, 2015 at 9:07 a.m. in Rm 174 of the Technical Academic Support Building.

ROLL CALL

Senators Present:

Sandra Anderson
Faith Johnson
Jennifer McIntare

Sharyl Moffit
Laura Rudolph

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve October 2015 minutes as read was made by Jennifer McIntare, seconded by Laura Rudolph and all approved.

HANDOUTS

- December 9th Meeting Agenda
- Secretary Johnson provided minutes for October and the Special Email Meeting. There were no official minutes to report for November because there was not a quorum.

BUSINESS

- **Jessica Birchler Resignation**—*Secretary Johnson motioned, Sandra Anderson seconded and all approved to formally accept Jessica's resignation from the Staff Senate position.* Sharyl Moffit, Vice President, will now be the acting president until a new general member is elected and a new internal election is held. Acting President Moffit also pointed out the need to request an update of the Staff Senate website to remove Jessica's name from the list of committee members.
- **New Business**—Acting President Moffit informed the group that no new business will be added until we tend to the old business and conduct the election process to fulfill the vacancy.
- **Recent Joint Professional Development Session**—The majority of the Staff Senate Members reported they either went to Russellville or viewed the "Creating a Culture of Service Excellence" session by live stream and enjoyed it. The main points that seemed to be taken from the session by members were to treat fellow co-workers as well as prospective customers off the street and to strive to create a consistent unified level of quality service that will be recognized by all parties.

Discussion was made to host one or two professional development sessions during spring break. Members did not report much excitement for using the Go To Knowledge online training links because of a time to do them. Members also reported they had not viewed the NISOD sessions yet. Secretary Johnson reminded the members that there was a second Question Pro survey created but never sent out covering professional development, Staff

Award process, Workout time preferences...etc. It was then suggested for now the group look at the following professional development topics: Retirement, ARGOS, BANNER and or EXCEL. With further discussion members pointed out that many staff may be out during spring break. Secretary Johnson suggested considering the spring Reading Day. Acting President Moffit informed the spring Reading Day would fall on April 27th. Acting President Moffit suggested Angie Medlock conduct the training. Laura Rudolph suggested if Mrs. Medlock is unable to consider Kale Rudolph. *Jennifer McIntare motioned, Secretary Johnson seconded and all approved to ask Angie Medlock and or Kale Rudolph to choose Excel training topics for two professional development sessions for April 27th.*

Potluck/Professional Development: Discussion was made to reschedule the previously canceled staff potluck to a Friday, if possible to allow night shift maintenance to join us, in February having an Italian theme from 11:30 to 1 p.m. in conjunction with two professional development sessions. With the motion it was agreed to have Laura Rudolph contact Kristen from the Franklin County Extension Office to see what day(s) between February 5-12 Kristen will be available to set the date. *Discussion Only, No Decision until gain feedback from Kristen.*

- **Staff Award**– Secretary Johnson motioned to send out the last constructed survey requesting more information from staff regarding the setup of the staff award process. And with the survey provide the already written former draft of the award process to help staff make suggestions to better the process, no one seconded the motion. Secretary Johnson then further explained the importance of timing, going over the original selection process draft begin date stating February and wording of the nomination submission form to the group. Pointing out that by the time the committee fills the general member vacancy and holds another internal election we could already have the written award selection process completed from the staff feedback survey to later be able to move forward with the actual award selection when possible. Acting President Moffit asked how we would get the nomination forms out to staff when the time came and asked Mrs. Nehus if it would be possible to send it out by email. Mrs. Nehus informed that it should be possible to email the nomination form out with the criteria to staff. Secretary Johnson stressed that having a peer nominated staff award was the main topic staff responded about with the first survey. *Sandra Anderson motioned, Laura Rudolph then seconded and all approved to have Secretary Johnson prepare and send out a survey asking only for feedback on the Staff Award selection process excluding questions regarding workout times, professional development...etc. listed on the previously prepared survey. Within this new survey will be a copy of the originally created written peer nominated selection process for staff to review to make more precise suggestions in how to make the process better to fulfill the needs and desires of the staff.*
- **Employee of the Month Parking:** *Laura Rudolph motioned, Sandra Anderson seconded and all approved to make a recommendation to Mr. Sikes for the final approval to purchase one \$200 reserve parking sign for the selected Staff Member of the Month and the purchase of monitors for ATCC. Originally the plan was to purchase two signs having one for ATCC but it was explained that parking is not an issue there so it is intended that those individuals will be highlighted using the recommended monitors. All full time Adult Ed staff are located at Ozark so that eliminated again the need for a second sign. Secretary Johnson suggested creating a visual map of parking for the Employee of the Month to label their preferred parking spot to help Maintenance. It was unanimously agreed that during each monthly Staff Senate meeting that if approved by Mr. Sikes the Employee of the Month*

name would be randomly drawn from of all staff. Although once a person is drawn that person would not be able to be drawn again until the next year. Following the draw Maintenance would then be notified to move the sign to the designated area submitted by the Employee of the Month.

- **Employee of the Week Spotlight:** *Secretary Johnson motioned, Laura Rudolph seconded and all approved to recommend to Mr. Sikes for final approval the creation of an Employee of the Week Spotlight using the campus monitors also having the recommendation to purchase monitors for ATCC in mind. If approved starting out first week in January the spotlight would include the employee headshot with their service dates, later perhaps looking to add did you know facts. In order to make this a smooth process it was requested to run all staff, one employee per week, in alphabetical order. It was requested for Mrs. Nehus to help with the slide creation by forwarding the staff employee service dates to Megan Morris, Public Information Specialist.*
- **Filling Staff Senate Vacancy/New Member Election Process:** *Discussion regarding the process by which to gain nominees and conduct an election were made. It was explained that the Russellville's Staff Senate conducted their election through blackboard and paper ballot. This process was thought to be cumbersome for the Ozark Campus. Laura Rudolph informed the members that the Chamber of Commerce has a very transparent means for an election where everyone can see where the candidates stand with the election during the voting process. It was decided that the group should wait in considering such a process for now in case there is cost associated and may require new software. Laura Rudolph informed she had been sent a link for the campus Question Pro by Kristie Moore that she could forward to setup a survey. It was unanimously agreed by all Staff Senate members that the call for nominations should be open to all staff not just certain departments currently considered unrepresented on the Staff Senate for example Adult Ed and Fiscal Affairs because beyond requiring a representative for ATCC the bylaws do not require representation of every department. It is required that ATCC be represented because of their location. Secretary Johnson was appointed by the committee to create a nomination survey to be sent tomorrow morning to Megan Morris, Public Information Specialist, in request to have it sent out to all Ozark Campus Staff. With this survey it was asked that it include the following details: request to nominate one person by name only, give notice that the nominee had to be a full time employee at time of nomination, nominee must be able to meet first Friday of every month, give notice the person chosen would be serving out the remaining 3 years Jessica Birchler had. Inform that the person chosen would begin service January 1, 2016 to June 30, 2018. Nomination deadline is to be set for December 15, 2016 at 5 p.m. In addition it was asked that the Staff Senate website link be included in the survey. The goal is a week for nominations and a week to vote. All nominee names collected will be emailed out to the Staff Senate members. Each one of the nominees will be contacted by Secretary Johnson by email to ensure they wish to remain on the candidate list for the election. Once a final list of candidates is obtained, Secretary Johnson will again forward the list out to all Staff Senate members then construct an election survey to be reviewed and sent out again to all staff.*
- **Ozark Representation with Russellville Staff Senate:** *Laura Rudolph addressed the members on behalf of concerned staff, as she did during the unofficial November meeting lacking a quorum, about the possible need to have someone from the Ozark Campus attend Russellville's Staff Senate meetings due to the nature of some of their recent topics regarding payroll, staff evaluations...etc. Mrs. Nehus and Acting President Moffit*

informed Mr. Sikes is looking at whether there is a need for representation. It was informed that because the meetings like ours are open Jennifer McIntare if wish is welcome to attend but to wait until he has a chance to look into it more.

- **Dress Code:** Laura Rudolph addressed the members on behalf of some concerned staff, as she did during the unofficial November meeting lacking a quorum, with the question of why some employees are able to wear jeans and others are not asking whether there is a dress code. Presently it is informed there is no dress code in the hand book and it is only understood for employees to dress business casual during the week and then jeans and a Tech t-shirt only on Fridays. Dress is generally based on nature and location of departments.
- **Staff Senate Website Comments Received:** With the new website anonymous email option created the Staff Senate received two recent emailed comments. One email was opposed to having a dress code and the other was in regards to the [www.atu.edu/ozark/standing committees staff senate](http://www.atu.edu/ozark/standing_committees_staff_senate) website not showing anything.

OLD BUSINESS

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, January 8, 2016 at 10 a.m. in Room 115 of the Allied Health Building unless a move is needed.

ADJOURNMENT

Laura Rudolph motioned, Sandra Anderson seconded, and all approved the motion to adjourn at 10:55 a.m.

Respectfully submitted,
Faith Johnson, Secretary