

STAFF SENATE

January 17, 2020

Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, January 17, 2020 at 9:00 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Mike Bogue

Peter Clifton

Julie Schmalz

Jennifer Thomas

Erin Brickley

Alina House

Senators Absent: None

Visitors: None

MINUTES: The minutes from the December 6, 2019 Senate meeting were distributed. A motion to approve the minutes was made by Senator Brickley, seconded by Senator Clifton, and all approved, motion carried.

NEW BUSINESS:

- **Report from President's Communication Committee:** Meeting is January 28, 2020

Report from Russellville Staff Senate Meeting:

- **Ms. Hinkle Update:** Ms. Hinkle was unable to attend the meeting.
- **Committee Updates:**
 - Budget Advisory:
 - Hull Renovation will start this month. Hope to be completed by fall 2020.
 - Discussed affordability of ATU for students.
 - Looking at a budget shortage due to lack of enrollment.
 - New student fees will presented to BOT for approval.
 - Insurance Committed:
 - Started new conversations with Stevens Consulting group
 - A lot of issues out of ATU's control.
 - Planning to meet every two weeks on Monday from 3:00 - 4:30 PM.
 - Need Staff Senate representative to volunteer.
 - University Communication Working Group:
 - Survey will be sent out very soon to faculty and staff. All are encouraged to complete the survey to help the group define problem areas.

- **Jonathan Collins, Energy Policy:**
 - Mr. Collins explained his role is the sustainability process. Sustainability is a part of the strategic plan and the energy policy was meant to be the start of this process.
 - Energy Policy is a living document.
 - ATU knows there is a need to upgrade HVAC equipment.
 - Mr. Collins realizes there will also be some offices, buildings, areas that are not able to conform to the policy but he needs a starting point.
 - There will not be a slap your hand policy, but a document to help work towards a goal. Sustainability will take the support of everyone, including students.
 - Mr. Collins is aware that some staff members and buildings must use space heaters and personal refrigerators, but some departments are using them when they are not specifically needed Such as a department that has a private break room with a fridge but then every employee has a fridge under their desk.
 - Temperature changes will only work if the equipment can handle the load. There is a lot of upgrades that need to be done.
 - Energy Audits will be completed on all buildings.
 - Mr. Collins will meet with Faculty Senate in February and changes will be completed on the document and will be sent back to the senates for approval.

- **Staff Handbook Amendments:** Thomas Pennington provided two amendments to the Staff Handbook for voting.
 - Amendment 116 Verification of Training:
 - This amendment would require staff members to provide documentation of required licensure or continuing education requirements. For example, as legal counsel when he was hired he had to give a copy of his license to practice law, but there is currently not requirement for the proof of that license on a yearly basis. This is also the case for some of the professional counselors who are required to take continuing education credits. This requirement will make sure that the University knows their employees are qualified and remain qualified.

*The Russellville Senate voted to approve Amendment 116 for the Staff Handbook.
 - Amendment 120 Staff Professional Development: This amendment was brought on by the HLC visit. This amendment shows the universities support to adequately promote and provide professional development for staff members.

*The Russellville Senate voted to approve Amendment 120 for the Staff Handbook.

- **Shared Governance Discussion:** President Smith explained that she had attended a professional development with some Faculty members about shared governance. In the past staff senate has felt that it was not a part of the shared governance process at Arkansas Tech. The faculty and administration were the only parties who were actually were a valid participant of shared governance. President Smith pointed out some items she and the senate will be working on in the future with the help of the faculty senate:

- Finding Staff Senate's place in the shared governance process.
- Having a stronger foothold on campus.
- To become a governing body for Staff on campus, such as faculty senate.
- Open communication between faculty senate and staff senate.

Old Business

- **GGC Food Drive:** 184.9 lbs. of food was donated to the Green and Gold Cupboard. They were very appreciative of the support the staff members provided.
- **Meeting Time Change:** After discussion with members the meeting time and date will stay the same for the next senate year to best accommodate members.

Open Forum: The senate floor was open to any new discussions:

- President Smith reminded staff members tomorrow January 10, 2020 is Spring Orientation for new students.
- Make sure to check out the Spring Faculty/Staff well-being events.
- All senators must remember to communicate in a timely manner with all of their constituents.
- A staff member mentioned she was having an HR issues with benefits. She knows Staff Senate cannot technically do anything about the issue, but wanted to let employees know they need to make sure and check their benefits not with HR but with US Able directly. Money was being taken out of her check for benefits for life insurance, but US Able did not have her down as having a policy. HR refunded her payments, but this did not solve this problem of her not having life insurance.

Next Meeting:

February 5, 2020, 10:00 -12:00 in Doc Bryan 180.

New Business

- **Birthday Cards:** Cards were presented for January Staff Birthdays to be signed.
- **Employee Spotlight:** Laura Rudolph was drawn as the February Employee Spotlight.
- **Staff Handbook Statement:** Shared Governance definitions/interpretations will be synthesized and put together by Senator Clifton and presented at next Staff Senate Meeting in February.
- President Bogue is resigning as of this meeting due to his job transfer to Russellville Campus, Senator Schmalz will be acting VP for remainder until June elections when her term will roll off. Two positions will be filled in June elections. Senator Clifton motioned, Senator Thomas seconded, and all approve and motion carried.
- Senator Clifton currently in VP role has been moved to role of President according to By-laws.

OLD BUSINESS:

- **New Policy/Committees Update:** No update given
- **Staff Feedback Link:** thoughts are to have a separate inbox that the link will be fed to and Senator House will forward to Mitzi Reano in HR if matter is related and time sensitive. Barbara Jenkins (Public Info Specialist) would put link to email on Staff Senate Ozark website. Discussing further and next staff senate meeting.
- **Staff Potlucks:** Next potluck is scheduled to be on March 20, 2020 at 8:00 a.m.

ANNOUNCEMENTS:

- Staff Handbook is to be shared with all staff per Mr. Sikes that will filter through HR(Mitzi)
- November 9, 2021- November 10, 2021 Higher Learning Commission will be on site

ADJOURNMENT

Senator Schmalz motioned, Senator Clifton seconded, and all approve and motion carried to adjourn at 9:55 a.m.

Respectfully submitted,
Alina House, Secretary