

STAFF SENATE

Friday, November 4, 2016
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, November 4, 2016 at 9:00 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

ROLL CALL

Senators Present:

Stacie Harden

Sandra Anderson

Peter Clifton

Jennifer Thomas

David Spicer

Laura Rudolph

Ex-Officio Present:

Beverly Nehus

Visitors Present:

Mike Bogue

MINUTES: The minutes from the October 7, 2016 Senate meeting were distributed. A motion to approve was made by Senator Harden, seconded by Senator Anderson, and all approved.

OLD BUSINESS

- **Discussion of Staff Professional Development:** President Rudolph informed the senate members that her goal was to have Professional Development for Staff scheduled by January 1st. Senator Harden brought forth the following ideas to the senate:
 - Kendall Ross- Mr. Ross offers professional development within the following areas of Team Building and Problem Solving. Senator Harden was unsure of the cost for the sessions Mr. Ross provides.
 - Tahnee Brown- Mrs. Brown provides a training called True Colors. The training deals with communication and team building. The cost of the true colors training was not known.
 - Jonas Shaffer- Mr. Shaffer provides motivational speaking on team building. The cost of Mr. Shaffer's session could possibly be free.

The senate members discussed the greatest need for Professional Development based on past staff surveys. One of the areas noted in the surveys was communication. The senate agreed Tahnee Brown's True Colors seminar would be most beneficial to the Staff regarding communication and teamwork. Senator Spicer motioned to schedule True Colors Seminar for the first professional development session, seconded by Senator Clifton, and all approved, motion carried. President Rudolph and Senator Harden agreed to work on scheduling and will report back at the December meeting.

- **Angel Tree Ideas for Staff Senate Participation:** Senator Harden provided the Senate with options for Staff Senate Participation, as well as options for the entire campus to participate.
 - Department of Human Services Christmas Spirit Baskets- The Christmas Spirit Baskets supply needy families with food items during the holidays. DHS would like the 8-10 volunteers to help put the baskets together on December 22, 2016 at the Methodist Church. Senator Spicer motioned for the Staff Senate members to volunteer on December 22nd, 2016 at the Methodist Church, seconded by Senator Anderson, all approved, motion carried.
 - Department of Human Services/CASA foster Children gift purchase- The Department of Human Services and CASA raises money to provide foster children with Christmas gifts. Currently there are 25 children and the goal is at least \$100.00/child. The Staff Senate as well as the entire campus community could support this mission by donating funds to purchase gifts. The Campus community will be emailed with information, and the funds will be collected and sent directly to the Department of Human Services by December 5th.
- **Amendment to Presidential Duties:** President Rudolph met with Chancellor Sikes regarding the issue of amending the Presidential duties in the bylaws to include notification of the Supervisor of the current Employee of the Month. Mr. Sikes recommended to President Rudolph to not change the bylaws but to simply make the notification process a procedural action since the Employee of the Month program may only be a temporary project. As another alternative, President Rudolph suggested an operational guide be created explaining officer duties. The senate members agreed the operational guide would be beneficial to new members and new officers elected.
- **Temporary Secretary to the Board during current Secretary's maternity leave:** President Rudolph asked for volunteers to take over Senator Thomas's secretary duties during the months of January and February. The duties will include minute taking and representation at the Russellville Staff Senate meetings. The senators below volunteered for the following duties:
 - Senator Spicer-Russellville Staff Senate Representation- January 2017
 - Senator Harden- Russellville Staff Senate Representation- February 2017
 - Senator Rudolph- Minute Taking.

NEW BUSINESS

- **Mike Bogue- Student Success Center:** Mr. Bogue presented to the Staff Senate the 2016 Adult Learner Inventory (ALI) Summary Report. The Spring Survey represented 33% of the student population. Mr. Bogue gave a summary of the results, and highlighted items which pertain to staff members. A condensed summary report was also presented showing the correlation between strengths and challenges for the years of 2012, 2014, and 2016. Mr. Bogue pointed out the high satisfaction rates from students and included the following percentages: 86% of students are satisfied or very satisfied with their program, and 90% of students would recommend their program to other adult learners.

These satisfaction rates are above national averages and shows the good of the campus and the quality of education provided for Ozark Campus students. A list of the top ten strengths and the top seven challenges from the 2016 survey are listed below:

- Strengths:
 - Administrators and staff are easy to talk to and responsive to my concerns.
 - My studies are closely related to my life and work goals.
 - I am able to obtain information I need by phone, fax, e-mail, or online.
 - This campus provides sufficient availability to computers so that I can do my classwork.
 - I am encouraged to apply the classes I've taken towards a degree or certificate.
 - Technology enables me to get the services I need when I need them.
 - I feel safe and secure on the Ozark Campus because security measures are good.
 - This campus makes it easy for me to pay my bills and answers questions I have about my student account.
 - Processes and procedures for enrolling are convenient.
 - The learning experiences within my program of study challenge me to reach beyond what I know already.
- Challenges:
 - I have a clear understanding of what I'm expected to learn in my classes.
 - I receive the help I need to stay on track with my classes.
 - My instructors provide timely feedback about my academic progress.
 - I receive timely responses to my request for help and information.
 - Advisors are knowledgeable about requirements for courses and programs of interest to me.
 - My program allows me to pace my studies to fit my life and work schedules.
 - I find the bookstore has available the course materials I need to purchase.

Please note a full comprehensive report is available from Mr. Bogue located in the Student Success Lab in the Technology and Academic Support Building.

- **Birthday Cards** were presented for December Staff Birthdays to be signed and delivered.
- **Report from Russellville Staff Senate:** Secretary Thomas provided a report based on her notes from Russellville Staff Senate meeting which occurred November 2, 2016 on the following topics:
 - A food pantry will be available to students, faculty, and staff of the Tech Family hopefully beginning in Spring 2017. Contact Dr. Huss at Russellville Campus for more information.
 - Russellville Staff Senate New Member/Officer Elections.
 - Insurance changes and issues with communications of the insurance topics.
- **Employee of the Month-** Senator Thomas drew David Spicer as the December Employee of the Month.

GOOD AND WELFARE

Next meeting is presently scheduled for Friday, December 2, 2016 at 9:00 AM in the Ozark Health Science and Wellness Building Conference Room 137.

ADJOURNMENT

Senator Harden motioned, Senator Spicer seconded, and all approved the motion to adjourn at 10:25 a.m.

Respectfully submitted,
Jennifer Thomas, Secretary