

# STAFF SENATE

Friday, July 13, 2018

*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, July 13, 2018 at 9:05 a.m. in the Student Services Conference Room 106 at ATU Ozark Campus.

## ROLL CALL

### Senators Present:

Jennifer Thomas

Mike Bogue

Erin Brinkley

David Spicer

Stacie Harden

Julie Schmalz

### Ex-Officio Absent:

Beverly Nehus

**MINUTES:** The minutes from the June 1 and June 15, 2018 meetings were disbursed. A motion to approve the minutes with corrections was made by Senator Schmalz and seconded by Senator Harden, and all approved, motion carried.

## NEW BUSINESS

- **Report from President's Communication Committee:** Vice President Peter Clifton attended the meeting and gave the following updates:
  - Dr. Bowen sends her appreciation to everyone who made it possible to close the fiscal year successfully.
  - Jennifer Fleming has taken the interim position of Assistant to the President
  - Mr. Freeman reminds staff all non-classified evaluations need to be done.
  - Fred Clayton has retired as of June 30.
  - A 2% COLA will go into effect July 1.
  - Fees and tuition costs rank the 3<sup>rd</sup> lowest in the State
  - Digital learning taskforce formed.
  - ADHE-Ozark Grant has received over \$600,000.
  - Customer Service trainings will be coming to both campuses in August for Russellville Campus and October for Ozark Campus.
  - New Assistant Dean in Diversity and Inclusion
  - Construction Management will now go through Brian Lacey-Facilities Management.
  
- **Report from Russellville Staff Senate:** Senator Thomas gave a report from the Russellville Staff Senate meeting on the following topics:
  - Attendance Policy and new point policy for new Staff Handbook.
  - The draft of the Staff Handbook will be presented to the executive council and board of trustees in August 2018.
  - Campus summer hours (such as four tens) is to be presented to Dr. Bowen.
  
- **Bike Rack Update:** No new update at this time.

- **Staff Senate Elections:** Congratulations and welcome to Erin Brinkley who won the Staff Senate Election.
  - Note: In the event Senator Brinkley cannot fulfill her duties, the President will consult the election results for the 2<sup>nd</sup> highest voted staff member.
- **Staff Senate Election of Officers:** The elections of officers took place with an open ballot with the following nominations and results:
  - Secretary nominations were opened to the floor. One nomination was for Senator Jennifer Thomas. No other nominations were made. All approved Jennifer Thomas as secretary for a one year term.
  - Vice President nominations were opened to the floor. One nomination was made nominating Senator Julie Schmalz. No other nominations were made. All approved Julie Schmalz as Vice President for a one year term.
  - President nominations were opened to the floor. One nomination was made nominating Senator David Spicer. No other nominations were made. All approved David Spicer as President for a one year term.
- **Staff Senate By-laws Amendments:** There is currently some confusion with the current by-laws, and changes need to be made. Since the by-laws require multiple approval processes all changes will need to be handled as a group. The senate decided a survey sent out to Staff members to find the problem areas would be a good start. The survey will also include other areas of concern such as potlucks and professional development.
- **Food Fight SGA Pantry:** The Food Fight is going very well. Many items are being donated weekly and the food drive has been a huge success.
  - Senator Brinkley mentioned that some staff members have expressed confusion about many of the items not being food related. These concerns will be taken into consideration if the event takes place in the future.
- **Birthday Cards:** Cards were presented for August Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Tanya Martin was drawn as the August Employee of the Month.

## OLD BUSINESS

- **Staff Professional Development:** Customer Service training is tentatively scheduled for October for Ozark Campus, and other health related presentations are scheduled as well.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for September 28<sup>th</sup> at 8:00 a.m.

## ANNOUNCEMENTS

- Staff Members would like the Staff Senate agendas to be posted a week before the meetings are scheduled. President Spicer will take care of this for future meetings.

### **GOOD AND WELFARE**

The Staff Senate monthly meeting is presently scheduled for August 3, 2018 at 9:00 AM.

### **ADJOURNMENT**

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

Respectfully submitted,  
Jennifer Thomas, Secretary