**STAFF SENATE**

November 06, 2020

Meeting Minutes

**CALL TO ORDER**

The Ozark Campus Staff Senate was called to order on Friday, November 6, 2020 at 9:00 a.m. via WebEx phone call.

**ROLL CALL**

**Senators Present:**

 Jennifer ThomasBethany Lucius

 Shirley Bonner Alina House

**Senators Absent: Erin Brickley and Jimmy Martin**

**MINUTES:** The minutes from the October 15, 2020 Senate meeting were distributed. A motion to approve the minutes was made by Senator Thomas, seconded by Senator Lucius, and all approved, motion carried.

**NEW BUSINESS:**

**Russellville Staff Senate Meeting Minutes:**

* **Dr. Birkner updates:**
	+ Pledge from the Biblers. 6 Million. Very excited about this donation.
	+ Thank you to everyone who participated in the HLC forums.
	+ Budget planning continues. November 20 is deadline for VP’s to have priorities and plans turned in. Be sure to watch the Budget Advisory website.
	+ Williamson Hall- Bids received hope to be completed by August 2021
	+ No longer be renovated Hughes Hall. Now plan to look at 404 building.
	+ Hull Pool renovation is complete. November 19 opening event.
	+ Roundabout on Tech Curve and New Entrance- We were waiting on City and Dept. of Transportation and now the city is in the planning process.
* **Committee Updates:**
	+ Presidents Communication Report- See attached report from September
	+ Budget Advisory- Meets tomorrow 11-12-2020. Will bring notes back.
	+ Scholarship- No update
	+ Welfare Committee/ Green and Gold Cupboard- Received two grants from Arkansas Food Bank. Staff are still the primary users of the pantry. Most needed items are canned soups, canned meat, canned beans, and canned chili. Would prefer group donations to be dropped off during open hours, or there is a donation box.
	+ Insurance- No update.
	+ IT Prioritization and Impact- No update.
	+ University Communication Working Group- No update
	+ Space and Utilization Committee- No update.
	+ Staff Awards- No update.
	+ Institutional Effectiveness Committee- No update.
* **New Business**
	+ Dr. Birkner E-mail**-**See Attached.
		- Faculty Senate wanted more contact and information sharing at BOT meetings. Dr. Bowen wanted to offer the same opportunity for the Staff Senate. If wanted, a two-page report explaining what staff senate has accomplished and their goals are must be submitted by December 1, 2020. Get report to Dr. Birkner to submit. Created a subcommittee to create the report.
	+ Officer Elections:
		- President- Margie Link
		- Vice President- Alan Parsons
		- Secretary- Kaitlynn Beaird
* **Old Business**
	+ Staff Senate Survey- Possibly send out in February 2021.
	+ Daily Health Screenings- Placing temperatures on the screening. Have not heard back.

* **Open Forum:** The senate floor was open to any new discussions:
	+ Anonymous e-mail- Staff morale is very low. Could Staff Senate come up with ways to boost Staff Morale? Many holiday events were cancelled, and staff morale is down. Looking for ideas.
		- Senators will go back to their departments and ask for ideas.
	+ Introduced new senators.

**Next Meeting:**

December 2, 2020, 10:00 -12:00 on WebEx.

* **Dr. Birkner updates:**
	+ Report offered to the Board for the December Meeting. This is just a one-time thing. May happen again if needed.
	+ Restroom remodels in Witherspoon, Library, and Hull Building. Will become Handicap, Family, and gender-neutral restrooms. Students addressed these needs.
	+ Search for new VP of Admin and Finance will start very soon. Forming the search committee now. Will take place in the Spring.
* **Committee Updates:**
	+ Presidents Communication Report- No Report
	+ Budget Advisory- No report.
	+ Scholarship- No report.
	+ Welfare Committee/ Green and Gold Cupboard- No Report.
	+ Insurance- No report.
	+ IT Prioritization and Impact- No report.
	+ University Communication Working Group- No Report.
	+ Space and Utilization Committee- No Report.
	+ Staff Awards- See Below.
	+ Institutional Effectiveness Committee- No Report.
* **New Business**
	+ Review Nominees for University Support Committee-Please see attached notes.
		- Had five self-nominations. Need to pick three from the five to serve.
		- Senators will vote on the top three and then send those three to all staff to vote on representative.
	+ Communication to Staff from Staff Senate Members and ways to improve morale suggestions-
		- Fridays @ 4:00- Closing and logging off.
		- Fridays @ 3:00- Closing and logging off
		- Summer Hours Year Round
		- Leave policy- Other schools earn leave faster than we do. Can this be investigated?
	+ Update and Distribute Constituents- Make sure everyone knows who they are representing in their position.
		- Everyone will need to split with senators and make sure everyone is covered depending on what VP the person is under.
	+ Staff Senate Meeting Date Changes- Missed this topic. I believe Tuesdays were mentioned.
	+ Staff Appreciation Awards- Please start thinking of what criteria you would want for these awards.
		- Suggestions- Employee of the Year, Rookie of the Year, etc.
		- Monetary Awards possible?
* **Old Business**
	+ Staff Senate Survey- Possibly send out in February 2021.
	+ Daily Health Screenings- Placing temperatures on the screening. Have not heard back.

* **Open Forum:** The senate floor was open to any new discussions:
	+ Karissa Webb is leaving in January. Will there be a special election needed to fill the rest of the seats for the year?

**Next Meeting:**

January 6, 2020 10:00 AM via WebEx.

**Presidents Communication Meeting: - No report available**

**New Business**

* **Birthday Cards**: Since we are off campus Senator House will be emailing staff birthday notifications until we are back on campus.

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* **Open Forum:** HLC is next week Monday and Tuesday November 9-November 10
* Decided to do a gratitude/what we are thankful for bulletin board in TAS building. Shirley will be emailing all faculty and staff and gathering quotes. Alina will oversee decorating and placing all quotes on bulletin board as needed.
* Discussed what restricting committee is and what part Staff Senate plays in it.
* **Old Business**
* **New Policy/Committees Update:** No update given
* **Staff Potlucks:** No new potlucks are scheduled due to COVID-19

**ANNOUNCEMENTS:**

* Put in leave for holiday December 30th and 31st.
* Next Staff Senate Meeting December 4, 2020 @ 9:00 am

**ADJOURNMENT**

Senator Lucius motioned, Senator Thomas seconded, and all approve, and motion carried to adjourn at 9:38 a.m.

Respectfully submitted,

Alina House, Secretary