

# STAFF SENATE

Friday, September 7, 2018  
*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order on Friday, September 7, 2018 at 9:06 a.m. in Conference Room 137 in the Ozark Health Science and Wellness Building.

## ROLL CALL

### Senators Present:

Jennifer Thomas  
Mike Bogue  
Erin Brickley

David Spicer  
Stacie Harden

### Senators Absent:

Julie Schmalz

### Ex-Officio Present:

Beverly Nehus

**MINUTES:** The minutes from the August 2018 meeting were disbursed. A motion to approve the minutes with corrections was made by Senator Harden and seconded by Senator Bogue, and all approved, motion carried.

## NEW BUSINESS

- **Report from President's Communication Committee:** President Spicer attended the meeting and gave the following updates:
  - "ATU Now" phone application increased from 193 to 1648 users on move in day. The application provides information and maps for students on their phones.
  - Atualumni.com is up and running. The web site consolidates Advancement and Alumni. Please visit the web site and give any feedback you might have to them.
  - Please make sure all "offer" letters are forwarded to human resources for review.
  - College work study training will be conducted by Budget in two sessions on September 18<sup>th</sup> in the morning and September 19<sup>th</sup> in the afternoon. Self Service training tomorrow (8/29/2018) at 2pm.
  - Russellville Staff Senate will be conducting a personal hygiene drive in September for the Green and Gold Cupboard. They will also be having nominations for Staff Senate in September.
  - The tutoring center at the Russellville campus now has a schedule. On September 10<sup>th</sup> from 11 AM to 1 PM they will meet for working on renaming and rebranding the center. Snacks and t-shirts for those who attend.
  - The web freeze for web site migration is underway. Hopefully the new web site will up and running soon. Friday, August 31<sup>st</sup> at 10am in Crabaugh 310 they will be conducting a web workshop.
  - September 19<sup>th</sup> there will be a Health Fair "Health-a-palooza" from 10am to 2pm to provide students information. Food and t-shirts will be provided.

- Thomas Pennington passed out a “flow chart” showing how policies will be developed.
  - The e-mail newsletters will alternate between a Faculty/Staff one week and Students the next now the academic year has begun.
  - Faculty and Staff Campaign is getting started. Caroline Vining will be connected with campus ambassadors in September.
  - CPR Classes by DPS will be offered for free on September 20<sup>th</sup> from 8:30 AM to 11:30 AM. Spots are limited. Citizen Response to Active Shooter Events (CRASE) will be conducted in September. Departments can also put in a facility review request with Emergency Management. ATU Alert will be tested on Thursday, September 6<sup>th</sup> at some point during the day.
  - Thank you to everyone who helped with move in day. There was a great turn out.
  - ATCC Director Pat Edmunds expressed her thanks to Coach Mullins for including ATCC in the Tech t-shirts. ATCC working with work based learning for internships for ATCC students.
  - Dr. Bowen passed out a list of “Maximum Capacity Days” for the Russellville and Ozark campuses. Certain parking lots and free speech areas will be closed on these dates.
- **Report from Russellville Staff Senate:** Senator Thomas gave a report from the Russellville Staff Senate meeting on the following topics:
    - Governor’s allotted money amounts and spending details for the Russellville Campus.
    - The draft of the Staff Handbook is being looked over by a sub-committee within the Executive Council.
    - The divisions of the Russellville Staff Senate were examined and changes needed were discussed to be delivered to Dr. Bowen.
    - Russellville Staff Senate elections will begin soon on blackboard.
    - Hygiene drive is currently underway for the Green and Gold Cupboard.
    - A detailed document was provided to the Senate concerning hiring and promotion within the ATU workplace. This information will be forwarded on to Dr. Bowen.
- **Birthday Cards:** Cards were presented for October Staff Birthdays to be signed and delivered.
- **Employee of the Month:** Ilda Barrientos was drawn as the October Employee of the Month.
- **Comment from Website:** Before the comment section was removed from the Staff Senate Website an anonymous comment was submitted. The comment discussed the appreciation for staff member Beverly Nehus. The comment celebrated Beverly’s professionalism, perseverance, good humor, and the ways she inspires her fellow Ozark Campus colleagues. The Senate thanked Beverly for all she does for Staff Senate as well as the ATU-Ozark Campus.
- **ATU- Ozark Campus Map:** Senator Harden brought a concern to the Senate about the need for an updated ATU-Ozark Campus map. The maps are currently outdated, and not easily accessible by students. If available, the idea was brought forward to add Ozark campus to the ATU Now app, which provides the ATU Community with an interactive

map on their mobile devices. Senator Harden will contact Computer Services at Ozark Campus to check on this situation and report back to the Senate.

## **OLD BUSINESS**

- **Staff Senate By-laws Amendments:** President Spicer will send out a copy of the Staff survey draft soon.
- **Bike Rack Update:** Senator Harden received the information on the bike rack that has been approved by Mr. Sikes to purchase. She will forward on to President Spicer.
- **ATU Ozark Food Pantry Update-** A meeting is scheduled for September 7<sup>th</sup> at 2:00 pm with the Service Excellence project group at ATU-Ozark. More details will be shared when available.
- **Staff Professional Development:** Customer Service training is scheduled for October 11, 2018 from 9:30 a.m. – 12:00 p.m.
- **Staff Potlucks:** The next Staff Senate Potluck is tentatively scheduled for September 28<sup>th</sup> at 8:00 a.m.

## **ANNOUNCEMENTS**

- “Know Your Risk” heart program is coming to the Ozark Campus September 24<sup>th</sup> and 25<sup>th</sup>. An announcement will be sent out soon.
- Health Fair is scheduled for October 2, 2018 from 9:00 a.m. – 12:00 p.m.
- Flu Shot clinic for faculty and staff is scheduled for October 16, 2018.

## **GOOD AND WELFARE**

The Staff Senate monthly meeting is presently scheduled for Thursday, October 4, 2018 at 9:00 AM.

## **ADJOURNMENT**

Senator Harden motioned, Senator Brinkley seconded, and all approve and motion carried to adjourn at 10:10 a.m.

Respectfully submitted,  
Jennifer Thomas, Secretary