

Staff Senate Agenda
September 1, 2022 10am
Hyper meeting Webex and RCB 325

- I. Call to Order
- II. Roll Call - Confirm Quorum
- III. Approval of August 4, 2022 Minutes
- IV. EC Liaison Update (Laury Fiorello)
- VII. University Committee Reports
 - A. President's Communication - Simpson
 - B. Budget Advisory - Link
 - C. Grievance Committee - Hall and Dupuy
 - D. Scholarship - Meeks
 - E. University Strategic Planning - ?
 - F. Insurance Committee - Young
 - G. It Prioritization and Impact - Dupuy
 - H. University Communication Working Group - ?
 - I. Campus Space and Utilization - ?
 - J. Staff Awards - ?
 - K. Special Projects/Events - Hendrix, Rye, Hubbard, and Parsons
 - L. International Travel Advisory Council - Young
- VIII. Officer Reports
 - A. President, Kim Gray (Mckown)
 - B. Vice President, Cody Parsons
 - C. Secretary, Jamie Young
- IX. Old Business
 - A. Green and Gold Pantry
 - B. Follow Up Staff Survey
 - C. Constitution/Bylaws Amendment
 - D. Staff Senate Committee Appointments
 - E. Website/Picture Day
- IX. New Business
 - A. Lunch with the Senators
- X. Constituent Concerns
 - A. New Concerns
 - B. Follow Up
- XI. News, Announcements, and Reminders
- XII. Adjournment

Staff Senate Minutes

August 04, 2022

CALL TO ORDER

President Kim Gray called this Arkansas Tech University Staff Senate meeting to order on Thursday August 04, 2022 at 10:03 a.m. in a hybrid in-person and WebEx virtual online meeting.

ROLL CALL

Senators Present:

Sabrina Anwar
Peggy Ayers
Natasha Branch
Deidra Dillard
Cynthia Dixon
Slade Dupuy
Julie Ennis

Kim Gray
Karen Hall
Cole Hendrix
Connie Herring
Margie Link
Krystle Manning
Amber Meeks

Cody Parsons
Miranda Senn
Lyndsay Simpson
Jamie Young

Senators Absent:

Katie Hook
Cindy Hubbard

Tammy Rye

Visitor(s):

Joceline Argueta
Michele Barraza
Bryan Bramlett
Brooke Briley
Michan Chowritmootoo
Pam Cooper
Judy Crouch
Andrea Eubanks
Laury Fiorello
Bryan Fisher
Lawrence Ford
Brandie Gibbs
Jennifer Griffin

Patti Grigsby
Tammy Guarino
Tracey Hale
Taylor Horton
Samantha Huggins
Meredith Lawson
Ashlyn Lee
Miranda Marin
Tanya Martin
Tanda Morrison
Melanie Paterak
Blandy Pedrez
Mitzi Reano

Paula Reed
Brittany Reves
Whitney Robinson
Alexis Scrimshire
Melissa South
Kerri Threlkeld
Scott Tomlin
Alisa Waniewski
Valli Wanzer
Rachel Whitman
Alisha Williams

Approval of Previous Minutes

The minutes from the July 7, 2022 meeting were distributed electronically prior to the meeting. Senator Link filed a motion to accept the minutes. Vice President Parsons seconded the motion. The minutes were approved by Senate vote.

Special Report

Administration and Finance Updates from Ms. Laury Fiorello:

- **Green and Gold Cupboard reopening:**
 - Ms. Fiorello is working with other Vice Presidents and deans to identify space on campus to host a food pantry.
 - Senator Link inquired whether the space is intended solely for dry goods. Ms. Fiorello stated the plan is not for the freezers currently located at 1019 Arkansas Avenue to be transported to this campus since she does not know of a space suitable for such equipment.
 - President Gray asked if there are requirements from the Tyson grant to return equipment if not in use. Ms. Fiorello reported that the Tyson grant solely required installation of the walk-in freezer. She asserted that the equipment is free to move or use as we see fit but noted that freezer would require a cement foundation and wiring in any new location.
 - Senator Ayers asked whether it would make sense to contact other food pantries in the area to relocate equipment to in order to support them and the larger community. Ms. Fiorello and President Gray expressed support as long as Tyson agrees with the proposal.
 - Secretary Young interjected that the Graduate Student Council and other student leaders on campus are already working to build this project so they shouldn't be left out of the conversation.
 - President Gray mentioned the need for a Food Pantry Committee to be formed if Staff Senate were to be granted the right to form committees.
 - President Gray proposed working with community food pantries in the meantime as a way of supporting them and getting students to interact with the community as well as earn community service. Ms. Fiorello affirmed that she will contact Tyson to find out their preferences.
- **Campus-wide standing committee appointments for Staff Senators:**
 - President Gray requested a list of campus-wide standing committees and their chairs in order to see where Staff Senate representation is needed.
 - Academic Affairs keeps a list of those committees they are aware of at <https://www.atu.edu/standingcommittees/>
 - Ms. Fiorello suggested that Staff Senate considers what they consider to be a committee, since there are some efforts which are short-lived by design.
 - President Gray stated that we will discuss and let Ms. Fiorello know.
- **Staff Senate Constitution by-laws and amendments:**
 - President Gray would like for Staff Senate to review our Constitution and ensure it meets our needs. She proposed that we vote on two measures today (a change to our numbers and structure to allow for greater representation across divisions and the

ability to form committees). If these measures pass, the goal would be to present to the Board of Trustees in their upcoming August meeting.

- If approved, we would then form a Constitution Committee and make recommendations or proposals.
- Timelines were reviewed – Board of Trustee items should be submitted by the first Friday of any month in which they are meeting. Executive Council agenda items should be submitted by Mondays to Dr. Gunter in order to be included in that week’s Wednesday meeting.
- **Conversion of classified positions to non-classified positions:**
 - Ms. Fiorello provided an update with respect to a question asked in previous meetings. ATU is no longer associated with the AR Office of Personnel Management and expects that most of our classified positions will be converted into non-classified positions by ADHE.
 - Our Staff Handbook does not grant sick leave payout or other similar benefits for non-classified employees. Ms. Fiorello has proposed that classified employees migrated involuntarily to non-classified status should be “grandfathered in” to their previous payout structure.
 - Ms. Fiorello asked Staff Senate to keep checking in with her on this issue. Her goal is to have a policy approved for the FY 23-24 budget on July 1, 2023.

Guest Speakers

- **Annual Faculty/Staff Giving Campaign:**
 - Pam Cooper and Bryan Fisher from Advancement were asked by a faculty member to initiate a faculty/staff annual giving campaign once more. The last campaign was held in 2019.
 - In the campaign, ATU employees are given a chance to donate to a variety of causes or departments on campus. The donations can be one-time or recurring through payroll deduction.
 - Mr. Fisher explained that when the Foundation is writing grants or soliciting support from donors, employee contributions are examined. If employee giving rates are low, it can impact our chances of receiving grants or outside donations. Our highest rate was 67% in 2017. We are currently around 50%.
 - If Staff Senate and Faculty Senate offers support for this campaign, it would begin in September 2022. Non-supervisor “ambassadors” from each building would be sought to ask their peers for donations with the goal of 100% participation in each department.
 - Mr. Fisher asked what type of incentive would be appreciated for 100% participation. Vice President Parsons suggested meal vouchers for maximum flexibility.
 - The minimum donation level is \$1 and the amounts are kept completely anonymous. Faculty and staff can elect to which account their donations should be allocated.

Get to Know Your Staff Senator	
Sabrina Anwar	Loves guavas from India
Peggy Ayers	Would love to become an expert teacher
Natasha Branch	Would love to have a superpower to end the war in Ukraine
Deidra Dillard	Chooses Will Smith, Dwayne Johnson, and sitting President to accompany in a zombie apocalypse

Cynthia Dixon	Likes cats best
Slade Dupuy	“Tequila” is his go-to karaoke song
Julie Ennis	Would love to have superpower to make her employees happy
Amber Meeks	Would first write an autobiography if she became an author
Karen Hall	Willie Nelson’s “On the Road Again” describes her best
Cole Hendrix	Would compete as an Olympic trap shooter if given the chance
Connie Herring	Wanted to be a truck driver when she was a child
Margie Link	Is too busy helping others for books or movies.
Krystle Manning	Likes strong coffee and tea.
Kim Gray	Would enjoy watching and betting on mythical creature battles.
Cody Parsons	Favorite three phone apps are the Bible app, weather app, and Google Home
Miranda Senn	Would love to enter rooms to the theme song from “The Price is Right”
Jamie Young	Would definitely leave Earth with alien beings if asked

Committee Reports

- **President’s Communication** – No report
- **Budget Advisory** – No report
- **Grievance Committee** – No report
- **Scholarship** – No report
- **University Strategic Planning** – No report, may no longer meet now that Strategic Plan is done
- **Insurance Committee** – Page 10
- **IT Prioritization and Impact** – No report, Senator Dupuy needs to be connected to this group
- **University Communication Working Group** – No report, no volunteers
- **Campus Space and Utilization** – No report, no volunteers
- **Staff Awards** – No report, no volunteers
- **Special Projects/Events**- No report, no current special projects
- **International Travel Advisory Council** – Pages 11-13

Officer Reports

- **President Gray has worked in Human Resources since October 2020. Her current projects:**
 - Working on communication across campus including hearing how employees feel
 - Having a “Lunch with Senators” event with constituents and other fun events
 - Including Staff Senators’ pictures on the Staff Senate website, as well as a group photo
- **Vice President Parsons has worked in OIS since roughly 2014. His current projects:**
 - Revamping the Staff Senate website
 - Photos of Staff Senators posted on the Staff Senate website
 - Fundraising efforts like a Staff Senate Bake Sale so we can be more independent
- **Secretary Jamie Young worked in Financial Aid since February 2019 and the One-Stop Student Center since 2021. Her current projects:**
 - Food Pantry reactivation and revitalization effort

- Staff morale surveys and programming
- Diversity and inclusion efforts including presenting on DREAMer/DACA student and staff issues, supporting the creation of a Campus Climate team in support of the Strategic Plan for Inclusive Excellence and a Name Change guide inclusive of trans, queer, non-binary and questioning faculty, staff and students

Old business

- **Arkansas Hunger Relief Grant/Food Pantry Update**
 - Michan Chowritmootoo from the Graduate College and Taylor Horton from the Graduate Student Council spoke on making the AR Hunger Relief grant possible and how they have worked to build a temporary food closet in Tomlinson.
 - Secretary Young and Ms. Chowritmootoo went to visit the former Green and Gold Cupboard at 1019 Arkansas Ave which is currently in a state of disrepair. It needs more than \$73,500 of renovations and pest/rodent extermination. There are several fridges and freezers at that location still working which could be moved and used here.
 - Ms. Chowritmootoo highlighted other schools (such as Pierce College in Washington state) which have created highly successful walk-in food and essentials pantry programs. The Graduate College has provided a room in Tomlinson to store the food pantry items we purchased from the AR Hunger Relief grant. Taylor Horton has inventoried them.
 - Secretary Young praised the Grad College for stepping in to help and asked if an advisory council should be formed. Spaces were discussed with ideas and input from Secretary Anwar and Secretary Ennis.
 - Furniture and such needs to be transported from Tomlinson to the Tech warehouse once all the appropriate permissions are given. Senator Anwar asked for us to be on the lookout for any furniture that belongs to ISS. Senator Ennis offered the use of her van or trailers to move the items if possible. Volunteers will be sought by email.
- **2021 Staff Senate Survey**
 - President Gray asked Staff Senate to review the included synopsis of the May 2021 Staff Senate Survey results and make suggestions for new questions or directions.
 - She proposed the creation of a new Staff Senate Survey for Spring 2023 and potentially a Survey Committee if the committee proposal passes.
 - Senator Link mentioned that the Staff Senate Survey results are posted on the Staff Senate website for all to see.

New business

- **Proposal to amend Article II, Section 1, Paragraph A of the Staff Senate Constitution**
 - Original language is for Staff Senate to have one representative per “area” with 20+ employees. It mentions to aim for membership of around 20 Staff Senators total.
 - President Gray proposes reorganizing Staff Senate representation to include 22 “division” senators and 7 total “at-large” senators. She presented an Excel worksheet approximating one Staff Senator per ~20 employees in each division:

Division or Classification	Current Representation	Proposed Representation	Change
Academic Affairs	8 Staff Senators	The 20:1 rate would be 6	-2
Admin and Finance	6 Staff Senators	The 20:1 rate would be 7	+1
Advancement	1 Staff Senator	The 20:1 rate would be 1	None
Athletics	0 Staff Senators	The 20:1 rate would be 2	+2

The President's Office	0 Staff Senators	The 20:1 rate would be 1	+1
Student Affairs	5 Staff Senators	The 20:1 rate would be 5	None
At-Large	1 At-Large Senator	7 At-Large Senators of various classifications (4 classified, 2 non-classified, 1 provisional)	+6
TOTAL	21 Staff Senators	29 Staff Senators	+8

- Classified employee representation was examined. President Gray suggested it's important to hear classified voices and proposes adding 4 at-large Staff Senator seats for classified employees, one more for non-classified and one for provisional employees.
 - **Vote on Article II, Section I, Paragraph A Amendment:** 16 yeas, 0 nays, 5 abstained. Motion passes.
- **Proposal to add Article V to By-Laws of the Staff Senate Constitution**
 - President Gray proposes adding an article to the By-Laws of our Staff Senate allowing us to form committees.
 - **Vote on Addition of Article V to Staff Senate By-Laws:** 15 yeas, 0 nays, 6 abstained. Motion passes.
- **Staff Senate Website Updates**
 - Vice President Parsons added a navigation bar to organize the Staff Senate website.
 - He divided us by division and positioned slots for where photos can be posted.
 - Feedback is sought on the website, please let Vice President Parson know or help to form an ad-hoc committee on website review.
- **Staff Senate Standing Committee Appointment**
 - President Gray hopes for there to be Staff Senate representation on every ATU Standing Committee. Ms. Fiorello will endeavor to provide a list and approval of such.
 - It is asked for each Staff Senator to consider where their passion lies as we prepare to ensure representation on Standing Committees.
 - Visitor Andrea Eubanks spoke on the Standing Committee List housed by Academic Affairs at <https://www.atu.edu/standingcommittees/>. It currently includes known 2022-2023 committee chairs and co-chairs, but not sub-committees, of which there are many.

Anonymous Comments

Date Received	Comment	Discussion, Review, and/or Resolution
07-15-2022	I think it would be nice if someone could host various training days for things like Microsoft and whatnot. I know lots of ISA's that apply for Admin 2 positions but they never get them because they don't technically have any office experience. Maybe we could hand out certificates at the end of the class/training day and they can put that on their resume??? Idk. Just thinking about ways people can move up at Tech rather than getting stuck and leaving. It would help with retention.	Senator Ayers and Secretary Young have agreed to discuss and propose some professional development opportunities around Microsoft Office available to staff including ISAs by the next Staff Senate meeting. VP Parsons will develop an FAQ section of

		the website with such information. A committee may be needed.
07-15-2022	Please announce that the graduate application fee waiver is available for employees. Interested employees can contact Kerri Threlkeld for a coupon code when they are ready to submit the application. Please try to ask for the code once the application is ready to submit.	Secretary Young posted Kerri Threlkeld's email to the meeting chat. This announcement will also be included in future Staff Senate Newsletters as a reminder.
07-25-2022	With the air/heat being turned off over the weekends. The units have to work extra hard on Monday to cool or heat the buildings after being turned off over the weekend, does it really save money for the university, while employees have to endure the heat or cold while it catches up?	<p>Senator Ennis gave some insight into how temperature is controlled in the buildings by an outside contractor. It can be difficult for those who work in the early mornings especially Senator Dupuy explained how raising temperatures in the Library and the Museum can increase humidity and ruin their collections, not to mention the health of those habitually inside those buildings.</p> <p>Senator Ennis agrees to find out what the exact policies are. President Gray will find out more from Ms. Fiorello about the energy savings. All senators are asked to reach out to their constituents about temperature in the buildings.</p>
07-25-2022	if perhaps the division budget allocations need to be reexamined? Examples 1. Employees with milestones were given gifts that were of no use and were departments old inventory (items that had old department names or ATU logos on them). This feels like a slap in the face that these nice products are just being handed out during meetings while people who have milestone anniversaries are being given leftover items. 2. We can't pay faculty to teach extra classes that students need for graduation, but this	Senators all agreed that employee milestone recognition should not be an afterthought. President Gray agrees to discuss this matter with Ms. Fiorello and determine next steps.

	<p>division can purchase promotional products that are not cheap. 3. People at the university lost jobs and departments lost funding, some staff do not have office budgets, and this seems like a negligent use of funding. You invest your money where you find importance, is promotional items for Student Affairs division more important than items 1-3 above? Dr. Bowen's last state of the university stated:</p> <p>It is important to me that Arkansas Tech University is a place where faculty and staff are fulfilled in their work, know they are recognized and appreciated for their contributions to student access and success and enjoy their work. I believe we can achieve those goals by further enhancing the spirit of collaboration that exists on our campuses. An additional and important benefit of working together to create that environment is it simultaneously improves the learning environment for our students. This is an example of opposite of what we are trying to achieve.</p>	
07-29-2022	Did we get an answer from Laury to the question of could we grandfather Classified to Non Classified State Mandated Transfers accrued sick time payout upon retirement or death.	See Page 3.

Open Forum & Announcements

- Senator Hall asked if there is a list of actual constituents for each Staff Senator. President Gray is building an Argos report that can be pulled with up-to-date information. Vice President Parsons suggests that we may begin to send out announcements and meeting invites to all staff via the Staff Senate email address.

Next Meeting

Thursday, September 1, 2022, 10 a.m. in-person at RPL 325 and via WebEx

Meeting Adjourned

Vice President Parsons filed a motion to adjourn the meeting. Senator Link seconded the motion. The Senate voted to adjourn the meeting at 12:22 p.m.

Respectfully submitted,
Jamie Young, Secretary

DRAFT



Employee Benefit Insurance Committee

August 19, 2022

- Fully Insured RFP – Update:

Laury reported that the proposals received for the Fully Insured RFP now need to be analyzed and scored. It has been recommended that we approach this committee to establish a Sub-Committee of 5 members to complete the scoring. Our consultant, Stephens, would not be included in this process of assisting with interpreting the data/results. The results would be presented during our next meeting on 8/26/2022.

Jami Fisher reported that the 5 members from this group would meet and review the RFP; score sheets would be provided and Jessica Holloway would shepherd the process.

Subcommittee will include: Alisha Nix, Dr. David Blackburn, Melissa Riffle, Stacie Harden, and Dr. Jon Clements

Laury also reported that the Board approved granting Dr. Bowen authority to sign the contract & premium schedule.

Jessica Holloway gave a brief overview: Originally, we only received one response to the RFP so the deadline was extended to 8/12/2022. We received 2 proposals; She will be the liaison for the committee and help walk them through the process; She stressed that the Sub-Committee will not share information outside the subcommittee, all information is confidential. There are 5 components to scoring

1. Must meet ATU's objective
2. Claim process
3. Case Management
4. Disease Management
5. Cost

Each member will need to complete a Disclosure form.

Upcoming Meeting Date

- Next meeting is scheduled for Aug 26th at 2:00 p.m. At the next meeting we will discuss: Dental rates/plan options and the recommendation from the RFP sub-committee.

Committee Member: Dr. Cheryl Monfee, (absent) Christy McCollough, Dr. David Blackburn, Jami Fisher, Dr. Jamie Stacy, Jamie Young, Jessica Holloway, Dr. Jon Clements, Leigh Hill, Linda Jones, Melissa Riffle, Dr. Michael Davis, Stacie Harden, Rachel Whitman;

International Travel Advisory Committee

International Travel Advisory Committee Minutes

July 21, 2022

I. CALL TO ORDER

Committee Chair Gabriele Haulmark called the second Arkansas Tech University International Advisory Committee meeting to order on Thursday, July 21, 2022 at 2:02 p.m. in a WebEx virtual online meeting.

ROLL CALL

Members Present:

Edward Armstrong
Julie Furst-Bowe
Alejandra Carballo
Jorista Garrie

Gabriele Haulmark
Jessica Holloway
Bryan Rank
Jamie Young

Georgeanna Wright
Shellie Hanna
Heath Whorton
Chelsea Neal

Members Absent:

Bethany Swindell

Marquis Vasquez

Melinda Rhynes

Visitors:

None

Approval of Previous Minutes

N/A [informal recap was given]

Old Business

- **CISI Insurance**
 - Members inquiring about the CISI insurance policy's coverage were informed that it covers up to \$100 per day for up to 5 days due to quarantine.
 - More information about the CISI insurance policy can be found here:
<https://www.culturalinsurance.com/>

- **CDC and U.S. Department of State Travel Advisory Guidelines**
 - CDC Travel Advisory Levels 1 through 4 were reviewed (see Enclosure A).
 - A. Carballo remarked that many proposed study abroad programs are located in current CDC Level 3 countries.

New Business

- **University of Arkansas Petition Process**
 - Several members present referred to the U.S. Department of State as a trusted arbiter of safety levels for those traveling internationally.
 - E. Armstrong offers to draft a potential policy/waiver agreement/consent form for those individuals who wish to travel when U.S. Department of State cautions against such trips per their travel advisories.

- **Future Meeting Plans**
 - G. Haulmark suggested that all members review a draft Petition form created with inspiration from the University of Arkansas' Petition for Exception to the International Travel Policy.

Open Forum/Announcements

None

Next Meeting

TBA, potentially as required

Meeting Adjourned

The Committee voted to adjourn the meeting at 2:33 p.m.

Respectfully submitted,
Jamie Young, Secretary

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