



STAFF SENATE

Wednesday, January 6, 2016
Meeting Minutes

CALL TO ORDER

The Tech Staff Senate was called to order by President Collins on Wednesday, January 6, 2016 at 10:00 a.m. in Room 202 of Baswell Techionery.

ROLL CALL

Senators Present:

Sandra Anderson
Brandi Collins
Pam Cooper
Shawna Davis
Rhonda Fleming
Brittany Flippo
Lindelle Fraser
Amanda Handley
James Higgs

Danny Jones
Margie Link
Annie McNeely
Jeff Mumert
Julia Pope
Lindsey Riedmueller
Ryan Taylor
Roger Trusty
Bettye Williamson

Senators Absent:

Tiffany Henry
Jeff Nichols

Visitor(s):

Jennifer McIntare, ATU Ozark campus

The minutes from the December 2, 2015 meeting were distributed electronically and approved as written on January 6, 2016.

OLD BUSINESS

Semi-monthly vs. Monthly Payroll:

Informal poll results for the semi-monthly vs. monthly payroll schedule were discussed. When polled, many staff members expressed the desire to have the ability to choose which schedule works best for them. The general consensus among senators was selecting on an annual basis might be the best option to bring before the administration. The senate is waiting on feedback from faculty senate and will need to confer with the Payroll Office about potential benefits and issues before making recommendations to the executive council.



OLD BUSINESS (continued)

Confidential Incident Disclosure:

After reviewing the information shared by Annette Stuckey in December's meeting, the majority of senators agree the formation of a separate committee with specialized training may be an option for assisting staff with grievances. Senator Rhonda Fleming recommended a review of the current grievance process available through Human Resources should be conducted. Many senators agreed current protocol should be reviewed and staff should receive adequate training and information regarding grievance procedures. President Brandi Collins will meet with Brooke Southard, Interim Director of Human Resources, to discuss the issues. President Brandi Collins shared plans for University Relations to produce publications for Human Resources to use during New Hire training and also the possibility of campus tours for new hires. The senate will look into the necessity of a staff welfare committee after reviewing feedback from Human Resources.

Meal Plans for Staff:

Meal plan options for staff members are currently being discussed. The up-front payment requirement is an issue. President Collins has been in discussions with Administrative Services to find a possible solution.

NEW BUSINESS

Mandatory Annual Leave during Winter Break:

Senator Pam Cooper asked if we can research the rationale behind mandatory annual leave and asked if those days might be excused. She addressed how mandatory leave affects new hires that have not accrued vacation hours to cover the required leave. Senator Julia Pope asked if this was a state requirement or institutional policy. Senators Pam Cooper, Rhonda Fleming, and Lindelle Fraser volunteered to form a committee to investigate and collect data from other peer institutions within the state. The committee will share information with the senate during the March meeting.

Division of Senators in Academic Affairs Areas:

President Brandi Collins shared an anonymous complaint from a staff member within the Academic Affairs area in regard to a lack of representation within the staff senate. The current representation structure was discussed and several senate members requested President Collins follow-up with the staff member to determine more specific issues. President Collins also reminded the group about the anonymous reporting feature available on the staff senate website (<http://www.atu.edu/staffsenate/index.php>).

Building Managers Training:

Building Managers have been selected and a training time is to be determined.



NEW BUSINESS (continued)

Active Shooter Training:

Campus-wide Active Shooter Training sessions will be held January 20, 21, and 22 in the Doc Bryan Lecture Hall. Senators expressed concern over a recent reporting of a potential on-campus incident. A complaint was shared with the senator's supervisor. President Collins recommended the senator follow up with the complaint.

TIAA Cref Retirement Changes:

TIAA Cref representatives will visit campus on Monday, January 25 in Ross Pendergraft Library room 216 at 8:00 am. Senators Brandi Collins, Shawna Davis, Bettye Williamson, Margie Link, and Rhonda Fleming will attend and bring information from the meeting to the senate.

Potential Insurance Changes:

President Collins shared information about potential insurance changes. Senators discussed possibilities for reducing costs to alleviate potential financial burden. Recommendations were a campaign to save on energy, office supplies, etc. In addition, a sliding scale for potential premiums was suggested. Senators also discussed preventative measures such as smoking cessation courses and convenient times to exercise in on-campus facilities. Senators will poll staff members within their respective areas and bring feedback to the next meeting.

Sexual Harassment Policy:

Senator Handley brought forward a confidential matter. Follow-up instructions were given for the senator to take back to the person involved.

GOOD AND WELFARE

Our next regular meeting will be Wednesday, February 3, 2016 at 10:00 a.m. in Baswell Techionery, Room 202.

ADJOURNMENT

The meeting was adjourned at 11:09 a.m. by President Collins.

Respectfully submitted,

Lindelle Fraser, Secretary

