Staff Senate Minutes

March 4, 2020

**CALL TO ORDER**

President Charity Smith called the Arkansas Tech University Staff Senate meeting to order on Wednesday, March 4, 2020 at 10:00 am in Doc Bryan Student Service Center 180.

**ROLL CALL Senators Present:**

 Lydia Rogers Angela Bell Teresa Lutz Susan Johnson Rachel Broussard Amber Meeks Kaitlin Ennis Judy Crouch Karissa Webb Brittany Reves Andrea Eubanks Brandi Duvall Charity Smith Shelly Handley Michelle Bishop Kelli Bates

 Alan Parsons Alisha Williams

**Senators Absent:**

Chris Pearson Belinda Martin

**Visitor(s):**

 Dr. David Eshelman Janet Lee Jennifer Thomas Bernadette Hinkle

**Approval of Previous Minutes**

The minutes from the February 5, 2020 meeting were distributed electronically prior to the meeting. Senator Crouch filed a motion to accept the minutes. Senator Bishop seconded the motion. The minutes were approved by Senate vote.

**Special Report**

**Committee Reports**

* **President’s Communication –** No report
* **Budget Advisory –**
* 2.2 million deficit, projected enrollment will decrease. Some planning changes to the expense budget will be considered. The next step will be creating a more solidified budget to send to the Executive Council. How does ATU stand next to other institutions in the state? Bond rating is A1, our ability to pay our debts, which is good. Our CFI number is 3.8, which is also good. Overall standing is conservative. Student Account balances did not get over looked. Looking ahead, every 70 students is equal to 1% of the budget, so retention is important. Projecting 2% undergraduate and 5% graduate student decrease for next fiscal year. State mandated minimum wage increase and C100-C107 employees and how that will impact 1% cola raise and merit pay in the budget. All items will be discussed in detail in future meetings.
* **Scholarship –** Discussed in February meeting
* **University Strategic Planning –** No report
* **Insurance Committee –** Senator Bell reported the Monday meeting was cancelled. Signa coming to meet with ATU on March 30th. Senator Bell says the committee is looking into other options and cutting budgets, other option for retirement. President Smith inquired about the turn around time to switch insurance companies. Senate Bell state that would be a decision made by May on any insurance company changes. Stephen’s Group is less hands on. The committee hopes to provide more information about your insurance options, more educational sessions/classes.
* **IT Prioritization and Impact –** Senator Bates unable to attend the last meeting and no minutes have been released. Senator Bates has asked if someone else could step in for her on this committee. Senator Bates stated there was no specific time/date each month. Senator Crouch offered to fill in on this committee moving forward.
* **University Communication Working Group –** President Smith stated the committee will meet this afternoon. The subcommittee is still receiving survey information and will be formatting it to be more legible, look for updates within the next 2 weeks.
* **Campus Space and Utilization –** No report
* **Green and Gold Cupboard –** No report

**Old Business**

*Energy Policy*

Dr. David Eshelman stated updates will be Staff Senate and Faculty Senate review and submit feedback. President Smith asked for any questions to be submitted by 1st week of April.

**New Business**

*Special Election*

Senator Duvall will be meeting Friday to finalize the process. Senator Bishop has list of names of employees with the goal to have someone in the Senator roll by the April meeting.

*Staff Picnic*

President Smith stated the Staff Appreciation Picnic is pending a date and time. Tucker will remain in the venue choice incase of weather or large numbers. Projecting the date in mid-May to end of May, more details to come.

**Open Forum**

President Smith mentioned the Online Feedback Form and the fee HSA charges to transfer. Working to resolve the $25 charge and the possibly of getting the fee refunded. Senator Bell stated there could be a small requirement of $100 applied once, to keep this from happening again.

Senator Williams mentioned making Staff Appreciation a week-long event. Suggestions included leaving an hour early one day, staggering it over the whole week.

*Mrs. Hinkle*

Assured all that the Executive Council is creating a Corona Virus Task Force including Kristi Davis, Heath Whorton, and Dr. Keegan Nichols. CDC may be cancelling study abroad programs. Custodial staff has been doing extra cleaning and sanitizing all door handles. If someone in your office is sick, stay home, and let custodial staff know to come disinfect the area. Please watch OneTech for Task Force updates. There are 2 confirmed cases in Arkansas, locations of cases have yet to be released. Higher Education is a hot topic, as well as budgets.

There is a discussion on how Henderson State got to the point they did, the board is always in the know about the financial status of the University.

OneTech announcements will be out this morning regarding budget program reviews. Ken Cody (consultant) will be on campus today through Friday to provide feedback on how to do things better.

Minimum Wage will see an increase January of 2021 to $10, and January 2022 to $11. Tech will begin implanting this in June to be ahead,

President Smith inquired about legislation meetings in general regarding higher education. Mrs. Hinkle stated they will be looking at what we are funded, could receive some additional funding for productivity. There will be more meetings to come.

Senator Eubanks inquired about the yearly staff satisfaction survey. President Smith stated she would like to make it a requirement each year but recommended my previous Presidents do hold one every other year. Dr. Eshelman with Faculty Senate stated they do one each year. Senator Rogers questioned why the survey would be every other year. President Smith stated it was to allow for changes to occur and concerns to be addressed. Last years survey will be sent out. There will need to be a committee created for the survey and what it takes to get it those surveys distributed.

**Announcements**

March 9th Jason Geiken Vice President for Advancement – new hire

**Meeting Adjourned**

Senator Bell filed a motion to adjourn the meeting. Senator Williams seconded the motion. The Senate voted to adjourn the meeting at 11:24am.

**Next Meeting**

April 1, 2020 @ 10:00 am in Doc Bryan 180

Respectfully submitted,

Karissa Webb, Secretary