**CALL TO ORDER**

President Tammy Guarino called the Arkansas Tech Staff Senate to order on

Wednesday, July 18, 2018 at 10:02 a.m. in BazTech 203.

**ROLLCALL Senators Present:**

Dona Kirkpatrick Chelsea Martin Pam Dixon

 Josh Carey Braxton Lay Hope Vilavanh

 James Higgs Denise Wallis Tera Simpson

 Tammy Guarino Andrea Eubanks Alexis Scrimshire

 Michelle McMinn William Titsworth Tammy Rye

**Senators Absent:**

Ben King Pam Cooper Rachel Alexander

 Angela Bell Clay Moore

**Visitor(s**):

Jennifer Thomas, ATCC Representative

David Spicer, Ozark Public Safety

President Guarino thanked Thomas Pennington, Associate VP and Counsel to the President and the Staff Handbook Sub-committee for their hard work on the Staff Handbook. The Staff Handbook is a rough draft at this time. The book will be formatted before going to the Executive Council and Board of Trustees.

President Guarino stated that she would like to adopt a resolution to have manger training facilitated later this fall. Senator Scrimshire made a motion for manager training. Senator Eubanks second the motion. The motion was approved.

**The floor was open for discussion:**

David Spicer, Staff Senate President ATU Ozark stated that Ozark was in favor for Option 1. He sent out emails to 45 staff employees and only 12 responded with leaving the policy as is.

Jennifer Thomas, ATCC Representative asked her supervisor and she wanted Option 4.

Senator Titsworth stated that from people he heard from they liked Option 4.

Senator Vilavanh stated she did not like Option 1 as is. Half of her office agreed with Option 1 and half agreed with Option 4.

After discussion regarding the four options, none of the options were satisfactory. The Staff Senate voted to amend the original policy and combine it with option 4 without the points.

**Old Business**

President Guarino stated that the Staff Scholarship is approved and will be offered in the fall.

President Guarino spoke with Dr. Bowen regarding summer hours for the university. The President will look into a way the staff can stagger work hours to accommodate summer hours for next year. However, the University will have to stay open Monday – Friday to service the students.

**New Business**

Senator Wallis discussed setting up a meeting regarding cleaning issues in the residence halls. It would be helpful to the staff for the students to routinely clean the rooms that have suites. She wanted to recommend room checks during the school year to check on cleanliness of the rooms. The RA’s should have a checklist for the students that include cleaning before leaving for holidays and at the end of the semester.

Senator Titsworth stated that they do have Safety/Security checks by the RA’s during the school year. He will address this issue with the Housing Staff.

**Meeting Adjourned:**

Vice President Rye made a motion to adjourn the meeting at 11:11 am. Senator Kirkpatrick second the motion. The motion was approved.

**Next meeting:**

**August 1, 2018 @ 10:00a.m. in BazTech 204**

Respectfully submitted,

Dona Kirkpatrick, Secretary