

 **STAFF SENATE**

 **June 8, 2018**

 **Minutes**

**CALL TO ORDER**

President Tammy Guarino called the Arkansas Tech Staff Senate to order on Friday, June 8, 2018 at 10:01 a.m. in Baz Tech 204.

**ROLLCALL**

**Senators Present:**

 Josh Carey Pam Cooper Pam Dixon Andrea Eubanks Tammy Guarino James Higgs

Ben King Dona Kirkpatrick Braxton Lay

Chelsea Martin Michelle McMinn Alexis Scrimshire

Tera Simpson William Titsworth Hope Vilavanh

**Senators Absent:**

Rachel Alexander Angie Bell Clay Moore

 Tammy Rye Denise Wallis

**Visitor(s):**

Suzanne McCall, ATU Controller

Thomas Pennington, Associate VP and Counsel to the President

 On June 8, 2018 Staff Senate meeting came to order at 10:01 am. The minutes from May 2, 2017 were distributed electronically and approved. Senator McMinn filed a motion to accept the minutes and Senator Dixon second the motion.

President Guarino introduced the new ATU Controller, Suzanne McCall. Ms. McCall stated that she wanted to work on ways to improve the existing system in the fall. She discussed the closing procedures for the year-end closing. She said to email her with any questions. She has an open door policy and looks forward to working with the staff.

President Guarino introduced Thomas Pennington, Legal Counsel to review the draft of the new Staff Handbook. Mr. Pennington wanted to thank the sub-committee for all of their dedication and hard work on the handbook. The Staff Handbook is still a work in progress. The goal is to have it completed by the July Staff Senate meeting for the senate vote and move forward to take it the Board of Trustees meeting in August for final approval. President Guarino said to email her if we had any concerns about the handbook right now and it will be brought up at the next meeting.

**Old Business**

President Guarino followed up on the Ozark directory and stated work is in progress on updates.

President Guarino wanted to thank all of the volunteers that helped with the cookout/luncheon that was held May 23, 2018 from 11-1pm in Tucker Coliseum. The luncheon was a great success.

Senator Eubanks inquired about the status of paving the walkway by the Brown building. President Guarino will bring up the concerns to Dr. Bowen again.

**New Business**

Senator Titsworth would like to come to the Staff Handbook sub-committee next meeting.

President Guarino will email him the date of the next meeting.

Senator Martin discussed the upcoming blood drive that will be held on June 19th at Chambers parking lot. A free t-shirt and one Magic Springs ticket will be given to all donors.

**Meeting Adjourned:**

Senator McMinn adjourned the meeting at 11:20 am. Senator Dixon second the motion to adjourn.

**Next meeting:**

**Wednesday, July 11, 2018 @ 9:30am in BazTech 204**

Respectfully submitted,

Dona Kirkpatrick, Secretary