



Staff Senate Minutes  
December 4, 2019

**CALL TO ORDER**

President Charity Smith called the Arkansas Tech Staff Senate meeting to order on Wednesday, December 4, 2019 at 10:00 am in Doc Bryan Student Services Center 108.

**ROLLCALL Senators Present:**

Kelli Bates	Alan Parsons	Lydia Rogers	Teresa Lutz
Susan Johnson	Brandi Duvall	Andrea Eubanks	Belinda Martin
Rachel Broussard	Chris Pearson	Amber Meeks	Mervin Vergara
Charity Smith	Kaitlin Ennis	Shelly Handley	Alisha Williams
Judy Crouch	Brittany Reves		

**Senators Absent:**

Angela Bell	Michelle Bishop	Karissa Webb
-------------	-----------------	--------------

**Visitor(s):**

Dr. David Eshelman	Jennifer Thomas	Ms. Bernadette Hinkle	Alli Sims
Dr. Erin Clair			

**Approval of Previous Minutes**

The minutes from the November 6, 2019 meeting were distributed electronically prior to the meeting. Senator Eubanks filed a motion to accept the minutes. Senator Williams seconded the motion. The minutes were approved by a Senate vote.

**Special Report**

Ms. Hinkle introduced herself to the group as the Staff Senate Liaison to the Executive Council and stated all suggestions are welcomed on ways to improve processes. Ms. Hinkle stated that we push our Every Student Counts but they also care about the staff too. The executive council has read the book, "Power of Positive Leadership," by Jon Gordon and encouraged the members of staff senate to read it as well. Ms. Hinkle stated the Budget Advisory Committee minutes are available on the website. The Budget Advisory Committee meets on Wednesday, December 18, 2019. Mentioned that there are discussions on Williamson building with architects putting together plans to rebuild or raise and build new. She hopes the decision will

be made in the January board meeting. Ms. Hinkle also mentioned that there were distributed leadership talks with herself, Dr. Eshelman, and Dr. Gunter.

### **Committee Reports**

- **Official Function Committee** – No Report
- **Insurance Committee** – No Report
- **Scholarship Committee** –
  - President Smith reported that the deadline for Foundation scholarships is December 15, 2019 for the spring and next academic year. If you receive an error, try switching to another browser.
- **Elections Committee** – No Report
- **Constitution & Bylaws Committee** – No Report
- **Staff Handbook Committee** – No Report
- **IT Prioritization and Impact Committee**
  - Senator Bates stated the one meeting they held she missed but has the minutes from the meeting.

### **Old Business**

#### *Standing Committees*

President Smith passed around a sign-up sheet for standing committees senators would like to serve on. Those listed were the Elections, Staff Handbook, and Constitution and Bylaws Committees.

#### *Energy Policy*

President Smith stated she submitted all feedback received to Jonathan Collins. She has not heard back from him at this time but hopes he will come to the next meeting or two. Senator Eubanks asked if we could invite him to the January meeting. Senator Handley stated that Mr. Collins would like the policy passed and then make changes to it; the Senate would like to see changes made before the passing of the policy. Senator Eubanks asked Dr. Eshelman if they had received the policy yet and he stated that he officially received the policy a week prior and was handing it out to faculty senate at their meeting that day. Senator Handley asked that we invite the head of maintenance or a member when Mr. Collins comes to speak.

### **New Business:**

#### *Faculty and Staff Well-Being Committee*

Dr. Erin Clair, Well-Being Committee Chair, introduced herself to the Senate and explained the goals of the committee. It is focused on faculty and staff to provide classes, groups, and other things for happy healthy lives. The events are offered at various times during lunch hours, after work, and during work hours. The Executive Council stated no time off is offered for the events. The schedule of events is based on when faculty and staff are willing to put them on. Dr. Clair

handed out a list of events currently being offered. She really pushed the ATU Faculty/Staff Lounge being offered twice a month stating that there is no agenda just hanging out. Dr. Eshelman questioned if you could bring your family to the events offered on weekends and after hours. Dr. Clair said Yes! Dr. Clair said to email her with any suggestions on things you would like to see happen but be prepared to lead it.

- Holiday Food Drive –
  - Senator Reves and President Smith worked together to create a flyer for the Holiday Food Drive. The drive will run from December 9 thru December 17, 2019. Dr. Jan Jenkins from the Green and Gold Cupboard provided a list of “most needed items.”
- Toys for Tots –
  - President Smith addressed the Senate regarding the Angel Tree that we had planned to “adopt” a child from and that all 101 kids were already adopted. The idea was presented to do something as a Senate for the Toys for Tots that ATU Public Safety is doing or would we want to leave it up to individuals to decide if they would like to contribute. Senator Crouch made a motion that help with the Toys for Tots to be individual and not a senate agenda. Senator Johnson made a second. Senator Johnson did mention that this would be a wonderful thing to have the clubs within the departments do and to have the information sent out to them. Motion approved by Senate Vote.
- Regular Senate Meeting Time –
  - Consider a possible change in meeting time due to the conflict with the Executive Council.
  - Considered changing it to Wednesdays from 2pm to 4pm
  - The Custodial Staff cannot do that time any day of the week due to working 6am to 2:30pm everyday
  - Senator Parsons cannot do Thursdays due to working in Fort Smith
  - President Smith stated she would review and see what other times were available.
  - Senator Eubanks filed a motion to table the matter until next meeting Senator Vergara seconded the motion. There was no discussion. Motion to table passed by Senate vote.
- January Staff Senate Meeting
  - President Smith proposed to move the January staff senate meeting to January 8, 2020 due to the first Wednesday of the month falling on New Year’s Day holiday. Meeting will be at the same time but located in Doc Bryan room 133. Senator Williams filed a motion to approve the adjusted meeting time. Senator Vergara seconded the motion. There was no discussion. Motion was approved by Senate vote.
- Grievance Committee

- President Smith stated that she received enough volunteers to create a standing Grievance Committee and if you volunteered and your services are needed you will be notified.

### **Open Forum**

President Smith advised that open forum is the time where items not on the agenda are to be discussed, announcements, and guests are welcome to speak.

Guest Alli Sims addressed the senate and stated that at Henderson State the Well-Being Committee were able to work it out with the Rec Center for faculty and staff to go for free. Wondered if ATU could offer the same. She discussed summer hours at Henderson State letting us know they worked 8am to 3pm with a 30-minute lunch or worked it out with supervisor to make time up. Senator Eubanks asked if this was campus wide policy or determined by department. Guest Sims stated the set hours of 8-3 were university policy and it was by department to work out getting hours in.

Senator Parsons stated that once a month the EAM Safety Committee meets and the list of safety concerns they have received are in. The most common concern is about lighting or lack thereof. Senator Eubanks questioned whom to notify if a parking lot is dark. Senator Parsons stated Public Safety or FAMA. Senator Johnson said she was referred to FAMA when she had concerns.

President Smith received an online submission form asking if the university could do an employee appreciation by offering a family photo opportunity. President Smith is researching where to go with this.

### **Announcements**

President Smith announced all employees need to complete the mandatory reporter training that is separate from the EVERFI Title IX training. Once you complete and receive the certificate, you must send a copy to Human Resources. This is something that everyone should have been doing but for some reason it had slipped through the cracks.

Today is the Campus Holiday Party 2-3:30 in Chambers West Dining

President Smith wanted to remind everyone this is a place to bring concerns and be treated with respect.

Senator Eubanks stated she had questions on what the purpose of the Communication Working Group was and President Smith stated the general understanding is they are working to see the best way to deliver information to people on campus and how it is interpreted.

**Meeting Adjourned:** Senator Parsons filed a motion to adjourn the meeting. Senator Williams seconded the motion. The Senate voted to adjourn the meeting at 11:00 am.

**Next Meeting:**

January 8, 2020, @ 10:00 am in Doc Bryan 133

Respectfully submitted,  
Brandi Duvall, Vice President