

Staff Senate Minutes

January 2, 2019

**CALL TO ORDER**

President Lou Ann Reeves called the Arkansas Tech Staff Senate meeting to order on Wednesday, January 2, 2019 at 10:05 am in Doc Bryan Student Services Center 108.

**ROLLCALL Senators Present:**

Kelli Bates Michelle Bishop Josh Carey Pam Dixon Andrea Eubanks Megan Green Braxton Lay Chelsea Martin Marvin Mashburn Lou Ann Reeves Tera Simpson Charity Smith

**Senators Absent:**

Hope Vilavanh Angela Bell Brandi Duvall Dona Kirkpatrick Michelle McMinn Chris Pearson Karissa Webb Denise Wallis

**Visitor(s):**

Quorum was not established by 10:15am so the Staff Senate did not vote on business at this meeting. Announcements and plans that were covered are present in these minutes.

The minutes from the December 5, 2018 meeting were distributed electronically to the Senate and were tabled by President Reeves to be approved at the February 6 meeting.

President Reeves gave the floor to Secretary Simpson for a parliamentary procedure review for new Senators.

**Old Business**

President Reeves stated that the Fee Subcommittee is currently prioritizing proposals from several groups.

President Reeves stated that the Diversity Subcommittee is working on addressing Goal 1, Item A in the University Strategic Plan. The committee is working to determine their course of action for the upcoming year.

President Reeves stated that the Staff Appreciation Night at the Ballgame will be moved to the game on February 28. President Reeves wants to work with Faculty Senate to make that an all-employee appreciation night. The Staff Senate tabled the issue until the February meeting.

President Reeves net with Dr. Bowen to discuss several items:

* Dr. Bowen supports the Night at the Ballgame initiative
* Dr. Bowen supports the Staff Awards initiative. Dr. Bowen asked the Senate to provide a proposal with options for review.
* Dr. Bowen requested the Senate work on ways to cultivate a culture where people want to work and are happy to come to work.
* Dr. Bowen requested that the Senate review the All-Staff Meeting that happens every semester. Attendance is low and she would like us to propose ways to make the event better for staff. The next All-Staff meeting is January 10 with a morning session and afternoon session. Discussion was tabled for the February meeting to make suggestions for the Fall 2019 staff meeting.
* President Reeves discussed the issue of restructuring the Staff Senate to better represent staff after the university’s organization structure changed.
  + More research will be done by the Senate on redrawing representation
  + This issue was tabled for a later date

President Reeves stated that the Staff Senate Food Drive for the Green and Gold Cupboard raised 310 pounds of food and additional monetary donations. President Reeves conveyed Dr. Jenkin’s gratitude to the ATU staff for this donation and stated that summer is a lean time for the cupboard. The Senate tabled a decision on whether or not to have a food drive in the summer for a future meeting. Senator Bishop stated that a staff member in her area said they would like to see more faculty involvement in food drives. The Senate tabled a decision until a future meeting on coordinating with the Faculty Senate on a future food drive.

President Reeves stated the Official Function Subcommittee is anticipated to meet soon. More information will be available at a future Senate meeting, once the Official Function Subcommittee meets.

President Reeves stated that the Ethics Policy Subcommittee met before the holiday break. The Ethics Policy will be revised based on Staff Senate input and then returned to the Senate for review. President Reeves anticipates the Staff Senate would be able to review the revised policy at the February senate meeting.

President Reeves stated the Internal Hiring Subcommittee met before the holiday break. The subcommittee discussed the need to gather data regarding internal hiring and data for comparison to peer institutions.

President Reeves reviewed the decision on Oil Diffusers and other scented items from the December Staff Senate meeting. At the December meeting the Senate decided that no action regarding oil diffusers and other items will be taken. It was noted that staff should be mindful of other employees’ sensitivities when using scented diffusers and other similar products.

President Reeves reviewed the issue of multiple hangtags that was brought to Staff Senate attention via the online comment form. At the December meeting, Senator Pearson reported that one hangtag is registered to one person, via their T#. Hangtags can be moved from vehicle to vehicle. It was determined that no decision needs to be made regarding staff buying multiple hangtags.

President Reeves reviewed the issue of adding a crosswalk between Tomlinson Hall and the Young Building. In December, the Staff Senate had found that no action was needed on this item due to upcoming construction in that area.

**New Business:**

President Reeves called for volunteers to serve on new committees. Senator Smith volunteered to serve on the Scholarship committee. President Reeves and Senator Bishop volunteered to serve on the Diversity committee.

President Reeves tabled a discussion of an all-staff survey for the February 6 meeting.

President Reeves reviewed her goals for the 2019 Staff Senate year.

* Review Staff Senate representation
* Review Senate By-Laws and Constitution
* Create a Staff Awards system
* Review Staff Senate election process
* Explore Staff Senate budget options

President Reeves tabled a discussion of Staff Appreciation night details until the February 6 senate meeting. Volunteers for that event are needed.

Senator Martin asked a question to clarify how new minimum wage laws will affect the university. Senator Bishop answered that the Human Resources office is working on bringing all full time employees up to $9.25/hour. The new rules must also go through the Budget and Payroll offices. Student workers will also be adjusted up to $9.25, budgeting for this will be handled on a department by department and case by case basis due to students being scheduled for varying numbers of hours. More research will be done regarding how these new laws will affect the Senior Service Fellow rate for student workers.

**Announcements**

Senator Bishop asked the Senate for their areas to remind their adjuncts to go to Human Resources to complete their paperwork.

Staff Cookout is May 23.

**Meeting Adjourned:**

President Reeves adjourned the meeting at 11:41am.

**Next Meeting:**

February 6, 2018, @ 10:00 am in Doc Bryan 180

Respectfully submitted,

Tera Simpson, Secretary