

Staff Senate Minutes
November 6, 2019

CALL TO ORDER

President Lou Ann Reeves called the Arkansas Tech University Staff Senate meeting to order on Wednesday, November 6, 2019 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	Mervin Vergara	Kaitlin Ennis
Alisha Williams	Judy Crouch	Karissa Webb	Brittany Reves
Andrea Eubanks	Brandi Duvall	Charity Smith	Belinda Martin
Shelly (Amanda) Handley			

Senators Absent:

Alan Parsons	Kelli Bates	Michelle Bishop	Chris Pearson
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Visitor(s):

Jennifer Thomas	Dr. David Eshelman	Ms. Hinkle	Lou Ann Reeves
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Approval of Previous Minutes

The minutes from the October 2, 2019 meeting were distributed electronically prior to the meeting. Senator Webb filed a motion to accept the minutes. Senator Duvall seconded the motion. The minutes were approved by Senate vote.

Special Report

Ms. Hinkle introduced herself to the group as the Staff Senate Liaison to the Executive Council and welcomed the new members of the Senate. Ms. Hinkle mentioned that she has meetings with the President of Staff Senate. Discussed HLC prep and accreditors coming to campus November 2020. Open Enrollment is now through November 15th and can be completed in person in Young Ballroom or through the online portal. Thanked Lou Ann for leadership shown this past year in her presidency. Thanked the Staff Senate sub-committee for their work on the Staff Handbook that was approved by the Board of Trustees October 17, 2019. Mentioned all employees will receive notice to acknowledge receipt of the handbook and signed acknowledgements should be turned into the HR office. Please consider providing feedback regarding the Energy Policy.

Committee Reports

- **Official Function Committee** – No report
- **Insurance Committee** – No report
- **Scholarship Committee** -
 - Senator Smith reported on the Scholarship Committee. The Faculty/Staff Scholarship was awarded to Karissa Webb and Tonya Curtis in the amount of \$500. The spring application cycle is open.

- **Elections Committee**
 - Tabled for further discussion once the new Senate was structured
- **Constitution & Bylaws Committee**
 - Tabled for further discussion once the new Senate was structured
- **Staff Handbook Committee**
 - Tabled for further discussion once the new Senate was structured

Old Business

Green and Gold Cupboard Board Member

Jan Jenkins attended a previous Senate meeting and requested a Staff Senate liaison. Lou Ann Reeves stated this position would be volunteer based and head the committee for Food Drives. She can inquire about additional details, if needed. President Smith asked if anyone would be willing to volunteer for the position. Senator Reves volunteered.

New Business

Senator Eubanks made a motion to delete the position of Reporter. Justification was provided that the Reporter served as a backup for the Secretary but essentially the Secretary could absorb these duties. Senator Smith made a second. No discussion.

2019 Staff Senate Elections

President: Charity Smith

Vice President: Brandi Duvall

Secretary: Karissa Webb

The three standing committees: Elections Committee, Staff Handbook Committee, and the Constitution & Bylaws Committee will need Staff Senator representation. President Smith asked any Senator interested in a committee to reach out to her for information and to place on said committee.

Roberts Rules of Order

Dr. David Eshelman presented an attachment use by Faculty Senate: Procedures for Handling a Main Motion. Dr. Eshelman provided tips for keeping Staff Senate moving along and getting things done.

- Set duration of meetings, especially a specific end time
- Bossy chair to get things done/moving and entertain a motion
- Hear reports and questions – all else should be a motion, 2nd motion, discussion, then chair should call for a vote.
- Can get amendment to a motion. When changes need to be made or if there are many details/problems, create a committee and call in guests to discuss the topic. Tabling until next meeting is ideal.
- Introduce new topics/questions from your area during open forum (include these on the next agenda)

Communication Constituents

Senator Eubanks reported the divisions voted for their Staff Senate representatives. Senator Eubanks ran a report and created a list that will be emailed to each Senator of their staff, along with their Tech email address. The staff needs to be divided amount the Senators, each Senator is responsible for reaching out to their prospective area. That is a great time to introduce yourself; communication is key. The Staff Senate website will be updated to reflect the new Senators.

Open Forum

Senator Duvall reported her area would like to know if there is a campus wide committee looking into the Energy Policy. Lou Ann Reeves said she would follow up with Ms. Hinkle and report back what she finds to the Senate.

Announcements

Senator Vergara reported that open enrollment has begun and will conclude on November 15, 2019. Today they will be located in the Young Ballroom until 4:30pm. The online portal is available under the Human Resources menu – 2020 benefits – open enrollment portal.

Meeting Adjourned

President Smith filed a motion to adjourn the meeting. Senator Eubanks seconded the motion. The Senate voted to adjourn the meeting at 11:05 a.m.

Next Meeting

December 4, 2019, @ 10:00 am in Doc Bryan 180

Respectfully submitted,
Karissa Webb, Secretary