

Staff Senate Minutes

September 4, 2019

**CALL TO ORDER**

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

**ROLLCALL Senators Present:**

Kelli Bates Michelle Bishop Josh Carey Pam Dixon

Brandi Duvall Andrea Eubanks Braxton Lay Belinda Martin

Michelle McMinn Lou Ann Reeves Tera Simpson Charity Smith

Hope Vilavanh Denise Wallis Karissa Webb

**Senators Absent:**

Angela Bell Megan Green Marvin Mashburn Chris Pearson

**Visitor(s):**

Dr. David Eshelman Tammy Rye Jennifer Thomas

**Approval of Previous Minutes**

The minutes from the August 7, 2019 meeting were distributed at the meeting. Senator McMinn filed a motion to accept the minutes. Senator Webb seconded the motion. The minutes were approved by a Senate vote.

**Special Report**

Mr. Thomas Pennington appeared before the Senate to present the Freedom of Expression Policy for senate review. See Appendix A for a copy of this proposed policy. Mr. Pennington stated that the Freedom of Expression committee was made up of members of the Russellville Staff and Faculty Senates and Ozark Staff and Faculty Senates. The committee reviewed the previous policy, known as the Freedom of Speech policy. The committee met over the summer to review and revise the policy into the proposed Freedom of Expression policy. Senator McMinn filed a motion to accept the proposed policy as is. Senator Dixon seconded the motion and the senate voted to approve the policy.

Mr. Pennington also stated that the Senate would have a draft of the Staff Handbook to review within the next few days. The goal is to get the handbook on the October Board of Trustees meeting agenda. President Reeves will call a special meeting to review and vote on the handbook once it is received from Mr. Pennington.

Ms. Tammy Rye addressed the senate as a representative for the Recycling Committee. Ms. Rye stated that the committee has worked to add more recycling bins around campus and asked for volunteers to adopt certain campus building through the Recycling Commitees’ Adopt-A-Building program. Please visit [www.atu.edu/recycling](http://www.atu.edu/recycling) for more information regarding the recycling program or email Tammy Rye at [trye@atu.edu](mailto:trye@atu.edu).

**Committee Reports**

* **Official Function Committee** – No Report
* **Insurance Committee** –
  + Senator Carey reported that Stevens is continuing to negotiate with Blue Cross and Blue Shield regarding health insurance.
* **Scholarship Committee** – No Report
* **Awards Committee** – No Report
* **Elections Committee** – No Report
* **Constitution & Bylaws Committee** –No Report
* **Staff Handbook Committee** – The committee met in August and submitted a copy of the handbook to Executive Council for review.
* **Medical Marijuana Committee** – No Report
* **Free Speech Committee** – No Report

**Old Business**

*Elections*

Staff Senate elections will take place September 30 – October 4. The nomination process is open September 2 – 13. Nominees can be submitted by themselves or by another person. All nominations can be emailed to President Reeves at [rreeves@atu.edu](mailto:rreeves@atu.edu).

Nominations will be confirmed September 16-20 and all nominees will have information sent to them prior to the confirmation of their acceptance to be nominated.

President Reeves reported that Megan Green has left the senate due to leaving her job at the university. That brings the total senate vacancies to 14 for the upcoming election.

President Reeves called for discussion regarding creating a standing senate committee to oversee Staff Senate elections every year. The committee would operate under the Staff Senate Vice President. Senator Eubanks filed a motion to table this discussion until the November meeting. Senator Vilavanh seconded the motion and the senate voted to approve the motion.

*Constitutional Amendment*

President Reeves reported that the amendment to the Staff Senate Constitution that was approved and submitted to Executive Council in Spring 2019 has been reviewed and was sent back to the senate subcommittee for revision. The subcommittee met to go over the proposed revisions and created a second draft of the amendment. A copy of the proposed amendment can be found in Appendix B. Senator McMinn filed a motion to approve the amendment to the Staff Senate Constitution as is. Senator Smith seconded the motion and the senate voted to approve the motion. The approved amendment will be sent back to Executive Council for review.

*Crosswalk by Brown and Rothwell Halls*

President Reeves reported that she met with the Associate Vice President for Administration and Finance, Dr. Linda Birkner, concerning the issues regarding the crosswalk between Brown and Rothwell Halls that was brought up at the August Staff Senate meeting. President Reeves reported that Dr. Birkner stated that the upcoming construction of the new student will require changes be made to the roads and paths on that part of campus. Due to the upcoming changes, there are no plans to make any changes to the crosswalks prior to the start of the student union construction.

**New Business:**

*Committee Volunteers Needed*

President Reeves called for Staff Senate volunteers for the IT Prioritization and Impact Committee, Green and Gold Cupboard Board Member, and the Wellbeing Committee.

Senator Bates volunteered to serve on the IT Prioritization and Impact Committee.

Vice President Eubanks filed a motion to table the discussion of Green and Gold Board Member volunteers until the November Staff Senate meeting. Senator Vilavahn seconded the motion and the senate voted to approve the motion.

Senator Vilavahn filed a motion to table the discussion of the Wellbeing Committee volunteers until the November Staff Senate meeting. Senator McMinn seconded the motion and the senate voted to approve the motion.

*Energy Policy Review*

President Reeves distributed a proposed Energy policy for review by the senate. Please see Appendix C for a copy of this policy. President Reeves tasked the senate to review the policy and send their comments and questions to her.

*ATU Involvement*

President Reeves reported that Ms. Hinkle mentioned several ways staff can get involved on campus. They can participate in the recycling initiative or attend March to Main on September 12 at 6:00pm. Ms. Hinkle also mentioned that staff are encouraged to wear their ATU t-shirts on Fridays.

**Open Forum**

President Reeves reported that the walkway between Brown and Caraways Halls has been paved.

Senator Martin reported that staff members had asked her to bring to the Senate a question about what options are available for staff who accrue vacation time above the 240 hour yearly cap. Currently, that time is lost for any staff who exceed the 240 maximum. The staff members who asked are concerned that since they hold jobs that mean they cannot freely take time off, that they are just leave time and/or money on the table. These staff asked the senate to look into this issue. President Reeves stated that she would bring this up in her next meeting with Ms. Hinkle.

**Announcements**

Senator Bishop reminded the staff that any extra labor, student workers, graduate assistants, and other non-full time staff positions need to have termination paperwork completed with HR promptly after they cease working for their department. Departments are still able to complete this paperwork, even if the employee has been gone since last semester. Human Resources requests that this paperwork be completed as soon as possible.

**Meeting Adjourned:**

Senator McMinn filed a motion to adjourn the meeting. Senator Dixon seconded the motion. The Senate voted to adjourn the meeting at 11:05 am.

**Next Meeting:**

October 2, 2019, @ 10:00 am in Doc Bryan 180

Respectfully submitted,

Tera Simpson, Secretary