

Staff Senate Minutes
January 9, 2020

CALL TO ORDER

President Charity Smith called the Arkansas Tech University Staff Senate meeting to order on Thursday, January 9, 2020 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	Kaitlin Ennis	Alisha Williams
Judy Crouch	Karissa Webb	Brittany Reves	Andrea Eubanks
Brandi Duvall	Charity Smith	Belinda Martin	Shelly Handley
Kelli Bates			

Senators Absent:

Alan Parsons	Michelle Bishop	Chris Pearson	Mervin Vergara
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Visitor(s):

Jennifer Thomas	Dr. David Eshelman	Valli Wanzer	Micheal Hall
Jonathan Collins	Christie Keller	Janet Lee	

Approval of Previous Minutes

The minutes from the December 4, 2019 meeting were distributed electronically prior to the meeting. Senator Eubanks filed a motion to accept the minutes. Senator Bell seconded the motion. The minutes were approved by Senate vote.

Special Report

Executive Council is currently in training – No report

Committee Reports

- **President’s Communication** – No report
- **Budget Advisory** –
 - President Smith relayed the plans for renovation to the interim Student Union in the Hull building starting this month, with plans to finish in fall 2020.
 - Proposed fee changes are to go to the Board of Trustees. Changes in the structure of the Student Union fee based on student classification (freshman to senior) – President Smith will send out the fee updates once approved.
 - Looking into affordability for students in the future regarding tuition/fees and room/board. There is a potential drop in the budget of an estimated 1.23 million, due to the decrease in attendance, projected for the future. Senator Bell questioned the current fees and the need for online students to pay for athletic fees when they are not located on/near campus. President Smith mentioned the Fee subcommittee that has done background research on the justification of the fee and the effect on students.

Notes on that meeting can be found online or you can reach out to President Smith to get a copy.

- **Scholarship** – No report
- **University Strategic Planning** – No report
- **Insurance Committee** – President Smith expressed the need of a Staff Senate representative on the committee. One can expect to meeting with the Stephen's Group to look at other insurance options, a substantial work load, bi-weekly meetings on Monday's from 3pm-4:30pm (that will eventually change to a weekly meeting), and look to be involved in this committee even after your Senator term ends. The Staff Senate will provide a Senator each term. If you are interested reach out to President Smith after the closing of this meeting.
- **IT Prioritization and Impact** – No report
- **University Communication Working Group** – No December meeting. Survey will be sent out about campus communication. Please complete and encourage your constituents to do the same.
- **Campus Space and Utilization** – No report

Old Business

Green and Gold Cupboard Food Drive

President Smith thanked those who participated and facilitated the food drive. 184.9 pounds of food was donated. Dr. Jenkins expressed deep appreciation for the work and donations.

Meeting Time Proposed Change

President Smith proposed we keep the meeting time the same until the next year. At this time meetings will remain the first Wednesday of each month at 10am in the Senate Room 180.

New Business

Jonathon Collins was present to speak on the subject of the energy policy, sustainability and what the policy is meant to do. The Energy policy is intended to be a roadmap and living document to further the campus-wide sustainability goals.

- Phase I included switching all indoor and outdoor light to LED. That process has been completed.
- Phase II hopes to look at HVAC systems. He will be looking at other Universities and International Standards to implement on campus, this is not to slap your hand but to help with energy efficiency. All feedback is appreciated and changes have been made to the policy based on that feedback.
- Senator Johnson questioned the use of space heaters. Mr. Collins is not saying you cannot have a space heater, but to be mindful to turn it off when you are not in the room. Work orders are suggested since that shows the need in your area for improvement with the HVAC systems. Senator Martin mentioned the use of a mini-fridge and that you now needed to get approval from the Physical Plant; the lighting being turned off if your space has ample outdoor lighting, which they tried in Tucker Coliseum; and the temperature set at 85 when students are not present. Mr. Collins address these concerns by stating he is aware this policy will not work in all buildings, in all circumstances. If there is access to a refrigerator in your area, be mindful and use it. Some buildings such as Rothwell have class times until 11pm, then custodial staff from 11pm to 7am, those spaces will not be able to follow this policy and Collin is aware. If Phase II accomplishes its goal the new system would know schedules across campus and adjust the

temperatures accordingly. Peak times may cause the use of the energy policy to be invalid during those times. Mechanical issues are still present that would be worked out during Phase II.

- The Faculty Senate will review the energy policy at their February meeting. President Smith asked if the energy policy is online, Collins said it is not and to email him for updates or feedback. He will make changes as they are submitted.
- The flow for review is as follows: Mrs. Hinkle – Executive Council – then back to Mrs. Hinkle – Mr. Collins for final review (He is not required but will bring forth the final policy to the Faculty and Staff Senates) – Submit to Board of Trustees.
- President Smith questioned how many HVAC units need to be updated. Mr. Collins said based on the load in the summer there are 30 chillers, with updates and replacing units, it would cut that down to 19 units. The project is around 30 million dollars.
- Mr. Collins plans to work with the event office to consolidate events on campus to save energy.
- Residence Halls will be working on a sustainability project as a competition with ideas to make their carbon footprints smaller.
- 8-11% has been saved currently.

Reach out to Jonathon Collins at jcollins3@atu.edu or 479-964-0583 ext. 1505 if you have questions or feedback.

Staff Handbook

116 Verification of Internal and Continuing Education/Training/Certification/Licensure – Employees should provide proof of updates each year on September 15th. Earning your degree may be a onetime submissions, whereas certifications may need to be submitted annually. This date holds no importance and can be adjusted, if requested. President Smith inquired about taking these changes to our constituents or voting now. Staff Senate decided to vote now. Senator Bell filed a motion to approve amendment 116. Senator Crouch seconded the motion. Amendment 116 was approved by Senate vote.

120 Staff Professional Development and Training – How professional development to align with HLC. The purpose is to support and promote training and development of staff. Senator Johnson filed a motion to approve amendment 120. Senator Handley seconded the motion. Amendment 120 was approved by Senate vote.

Shared Governance

President Smith addressed the search for a definition of shared governance for the Staff Senate. In the fall of 2019 Dr. Bowen mentioned it pertained to Faculty and Administration, not Staff. Yesterday the Staff Senator Officers attended a meeting with Dr. Irene Mulvey, along with Dr. Huss to go over shared governance. It was brought to light our Constitution and By-Laws do not allow for much change, so we should review and make changes to establish a stronger foothold. The Constitution and By-Laws committees will begin looking into other institutions to build better structure and provide the importance of a functioning Staff Senate. Senator Duvall encouraged all Senators to be on top of relaying information to their constituents. All staff need to be onboard for any changes to have an effect. Dr. Huss was open to a communication between Staff Senate and the Shared Governance Committee, as well as Faculty Senate. Partnerships have been established by Dr. Eshelman on the Faculty Senate by his attendance to Staff Senate meetings and President Smith's attendance at Faculty Senate meetings.

Open Forum

President Smith reported on 1-10-2020 the increase of students on campus for spring orientation. Spring Faculty/Staff Wellbeing events on 1-13-2020 11am-1pm Lounge and Lunch, and 1-27-2020 Book club. <https://www.atu.edu/cet/untitled.php>

President Smith wants to remind all Senators to send out information regarding minutes, documentation, surveys etc. to their constituents. Several areas have reached out to inquire about their Senator as they have received no communication. Senator Bates is not able to send out an email, it was determined that a note or copy of the information on her door or common area would be acceptable. Senator Duvall mentioned if you do not know who you represent, please reach out to the Staff Senate Officers for assistance. If you are not getting updates as a Senator, please email or call President Smith.

Senator Martin reported that Kevin Sparks filed a claim on his insurance only to find that what he had signed up for on coverage, did not show on his BlueCross BlueShield. Money was issued back, however no one in Human Resources could tell them why this happened. Senator Martin had an issue with Life Insurance she had been paying for not showing on her insurance. She was issued money back as well, but still does not have Life Insurance coverage. She stated multiple people had a similar experience. Senator Eubanks stated this would be a matter for Human Resources directly, not a personnel matter. President Smith offered to assist Martin in the meetings, if she needed support.

Michael Hall asked who represented him on the Staff Senate. President Smith said she would look into the break down and send that information to him directly.

Senator Martin requested a list of whom she represents.

Senator Crouch reported new student orientation for International students has begun. Those numbers are down with year.

Announcements

Meeting Adjourned

Senator Duvall filed a motion to adjourn the meeting. Senator Bates seconded the motion. The Senate voted to adjourn the meeting at 11:25am.

Next Meeting

February 5, 2020 @ 10:00 am in Doc Bryan 180

Respectfully submitted,
Karissa Webb, Secretary