



## STAFF SENATE

Wednesday, May 3, 2017  
Meeting Minutes

### CALL TO ORDER

President Fraser called the Tech Staff Senate to order on Wednesday, May 3, 2017, at 9:01 a.m. in Baz Tech 204.

### ROLL CALL

#### Senators Present:

Rachel Alexander (10 a.m.)	Tiffany Henry
Brandi Collins	James Higgs (10 a.m.)
Pam Cooper	Margie Link
Shawna Davis	Jeff Mumert (10 a.m.)
Andrea Eubanks	Jeff Nichols
Rhonda Fleming	Julia Pope
Brittany Flippo	Heather Taylor
Lindelle Fraser	Hope Vilavanh
Tammy Guarino	Bettye Williamson

#### Senators Absent:

Sandra Anderson  
Brittany Martin

#### Visitor(s):

Josh McMillian, Chief of Campus Safety  
Thomas Pennington, University Counsel  
Jennifer Thomas, Ozark Campus Representative (10 a.m.)  
Heath Whorton, University Emergency Manager

On May 3, 2017, the minutes from the April 5, 2017, meeting were distributed electronically and approved.

### NEW BUSINESS

#### Phishing and Fraud Data Security Policy

Mr. Thomas Pennington, University Counsel, addressed Staff Senate regarding implementation of a Phishing and Fraud Data Security Policy (draft was provided to all Staff Senate members). Mr. Pennington explained the need for a Phishing and Fraud Data Security Policy as a result of outside entities trying to gain access to personal information using the university email system or by representing the



information as official university business. The Phishing and Fraud Data Security Policy provides definitions of “confidential information” and “phishing” along with the policy on releasing confidential information to include university training. Staff Senate members unanimously requested that the following statement “Optional training will be provided by the Arkansas Tech University Office of Information Systems to members of the campus community on an annual basis” be changed to bi-annual training at the beginning of each full semester and access to online training needs to be added.

#### Camera Acceptable Use Policy

Mr. Pennington addressed Staff Senate regarding implementation of a Security Camera Acceptable Use Policy (draft was provided to all Staff Senate members). Mr. Pennington indicated that upon request of Faculty Senate, and due to privacy concerns, he was asked to develop a policy to standardize the acceptable use of video cameras on-campus. While recently constructed buildings such as Brown and Rothwell Hall, and offices such as Student Accounts have security cameras, there is a need for a formal policy so that the Office of Information Systems can efficiently monitor and maintain consistency for use of video cameras on-campus. Staff Senate members unanimously agreed upon the need for all constituents to provide feedback.

Staff Senate members will collect feedback regarding the Phishing and Fraud Data Security Policy and Security Camera Acceptable Use Policy to be discussed at the next Staff Senate meeting (senators will email feedback to President Fraser).

#### Staff Handbook

Mr. Pennington addressed Staff Senate regarding proposed revisions to the Staff Handbook. Mr. Pennington indicated that the proposed revisions were based on statutes as administered by the State of Arkansas in order to preserve institutional history (statutes were provided to all Staff Senate members). The following statutes were distributed and discussed as noted:

- Annual Leave – current leave accrual rates need to be adjusted for clarity and consistency (copy of Public Officers and Employees Statute provided to all Staff Senate members) Senator Flipppo, Payroll Office, indicated that they did not currently use the accrual rate table as listed in the proposed policy, but were very close to the proposed rate table, if implemented.
- Catastrophic Leave
- Court and Jury Leave
- Educational Leave – intent of policy is to be used if pursuing a Masters or higher-level degree (need to add a clause requiring a specific period of time employee must stay at Tech after the degree is awarded).



- Emergency Paid Leave, Disaster Service Volunteer Leave, Emergency and Rescue Service Leave
- Family Medical Leave
- Holidays
- Leave of Absence Without Pay – current policy needs to be adjusted for clarity and consistency. Mr. Pennington is currently reviewing similar policies addressing leave without pay. Standard of three unexcused absences is interpreted differently across campus and there is no maximum cap for the amount of time that an employee can take off without pay if extensions are approved (maximum of two weeks off without pay is proposed). In addition, there is no allowance for situations such as a single-parent household and extended illness of a child. Employees are choosing to take off without pay and not reporting to work, impacting office operations. Revisions need to make sure that employees are protected while discouraging repeated absences without pay.
- Leave for Bone Marrow or Organ Donation
- Leave for Participating in Children’s Educational Activities (CEAL)
- Maternity Leave
- Military Leave
- Sick Leave
- Funeral Leave – currently, sick or annual leave is used for the funeral of a family member (employees can use sick leave for immediate/step family members or annual leave for someone who is not an immediate/step family member). An employee may take up to (5) days of sick leave to attend funeral services. If additional time off is required due to family responsibilities, an employee may use annual leave. Staff Senate members unanimously agreed that a policy addressing funeral leave needs to be considered.
- Compensation for Unused Sick Leave at Retirement
- Transfer of Leave
- Treatment of Military Service Disability Leave
- Leave of Absence for Military and Certain Training Programs
- Catastrophic Leave for Maternity Purposes

Staff Senate members unanimously agreed to review the proposed policies/revisions as listed above and provide feedback at the next Staff Senate meeting.

Mr. Pennington suggested that Staff Senate review proposed changes to the Staff Handbook by evaluating one section per month (4-5 sections). Mr. Pennington indicated he wanted to complete revisions to the Staff Handbook by fall 2017. Staff Senate members unanimously agreed to evaluate proposed changes to the Staff Handbook one section per monthly meeting and provide feedback.



Mr. Pennington will distribute the Compensation/Payroll/Fringe Benefits section at the next Staff Senate meeting. Mr. Pennington indicated that Mrs. Jennifer Fleming, Coordinator of Affirmative Action and Title IX, along with the new Human Resources Director will be reviewing the grievance policy for the July, 2017 meeting.

Staff Senate members took a break at 9:37 a.m.

### **CALL TO ORDER**

President Fraser called the Tech Staff Senate to order on Wednesday, May 3, 2017, at 9:57 a.m. in Baz Tech 204.

### **OLD BUSINESS**

Emergency Training and Building Manager Program

Mr. Josh McMillian, Chief of Campus Safety, and Mr. Heath Whorton, University Emergency Manager, addressed Staff Senate regarding concerns about emergency training. Mr. McMillian indicated that while he would like to have a defibrillator for every office, the cost per defibrillator (\$12, 000 and up) presents a budgetary challenge that will take time and money to address. Currently, there are approximately nine defibrillators on-campus with one located in McEver and two located in Physical Plant. The athletic trainers and one nurse are certified to use a defibrillator.

CPR training courses are offered through the Public Safety Office. In conjunction with faculty from the EMT program through the Ozark campus, the Public Safety Office provides free CPR training courses several times a year (20 person limit per class and not certified by the American Heart Association). CPR training courses including certification by the American Heart Association are also offered several times a year for a \$5 fee (20 person limit). There are several CPR training courses that will be offered for fall 2017 and spring 2018.

Mr. McMillian stated that the Public Safety Office in conjunction with Mr. Whorton, is working on standardizing the emergency plan and assessing specific needs for each building with a summer 2017 completion timeframe. Part of the building needs assessment includes working with the Fire Department to determine a specific area of rescue for each building. The Public Safety Office is working with MARCOMM to develop emergency training videos that cover material as listed in the Emergency Guide. The training videos will be made available to all students (including student workers), faculty and staff with the intent that all students and/or student workers will be required to complete the emergency video training. While all residence life staff are required to attend six hours of emergency training, the use of emergency training videos will facilitate the training process. Mr. Whorton indicated that he is working on updating the Emergency Guide.



Mr. McMillian indicated that currently, the university uses the Campus Emergency and Outreach Notification System (CEON) to broadcast or send emergency alerts, but for fall 2017, the Rave Mobile Alert System will be implemented to increase efficiency in sending emergency notifications (sign-up will still be available on One-Tech). Mr. McMillian also clarified that Tech emergency notifications are sent after the National Weather Service announces a weather update (may receive emergency notification from National Weather Service prior to Tech emergency notification).

For the fall 2017 semester, the Public Safety Office will use social media boards to post weather alerts and emergency information. The Public Safety Office is also working on a monthly newsletter to highlight safety protocol during inclement weather and provide safety tips. Mr. Whorton also reminded Staff Senate members that any office or department can request emergency training (training scheduled based on availability).

Mr. Whorton stated he is hopeful that the building emergency needs assessment to be completed summer 2017 will help in changing the perception of the Building Manager Program. The Building Manager Program was created with the intent that building managers will be used in reporting and addressing safety concerns versus being responsible for all employees during an emergency situation. One of the biggest challenges is how to disseminate information effectively and encourage employee participation. Mr. Whorton asked for Staff Senate members to provide suggestions or feedback and to assist in making staff aware of emergency training information. September 2017, is National Safety Month and Mr. Whorton requested that Staff Senate members encourage participation in training initiatives.

### **ANNOUNCEMENTS**

Senator Fleming, Assistant Registrar, is retiring as of May 31, 2017. President Fraser along with all Staff Senate members expressed appreciation for Senator Fleming's dedication to Staff Senate and service to the University. President Fraser contacted the candidate with the next amount of votes to fill the vacancy and is waiting on a response.

Senator Collins announced that MARCOMM is also working on a bi-monthly newsletter for faculty and staff to announce services provided and upcoming events.



**ARKANSAS TECH  
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**GOOD AND WELFARE**

Our next regular meeting will be Wednesday, June 7, 2017, at 10:00 a.m. in Baz Tech 204.

**ADJOURNMENT**

President Fraser adjourned the meeting at 10:43 a.m.

Respectfully submitted,

Julia Pope, Secretary

