

Staff Senate Minutes

October 2, 2025

CALL TO ORDER

President Scott Tomlin called the Arkansas Tech University Staff Senate meeting to order on Thursday October 2, 2025 at 9:00 a.m. in a hybrid in-person and WebEx virtual online meeting.

ROLL CALL

Senators Present:

Amy Anderson
Jenna Bradley
Rachel Broussard
Bethany Brown
Madisyn Chance
Kate Darr
Andrea Eubanks
Matt Frasier

Bonnie Freeman
Amanda Gardner
Shelly Hall
Connie Herring
Kim Hilliard
Katie Hook
Kacie Lopez
Whitney Moore

Tanda Morrison
Austin Norman
Cesiley Rideau
Nick Schluterman
Melissa South
Scott Tomlin

Senators Absent:

Joceline Argueta
Megan Bell

Cody Neal
Mackenzie Taylor

Visitor(s):

Amber Meeks
Chelsea Martin
Eric Walker
Jennifer Taylor
Kimberly Turner

Marika Lederman
Maranda Marin
Shawna Davis
Slade Dupuy

Approval of Previous Minutes

The minutes from the September 4, 2025 meeting were distributed electronically prior to the meeting. Vice President Hilliard filed a motion to accept the minutes. Senator Darr seconded the motion. The minutes were approved by Senate vote.

Special Guest

Director of Human Resources, Kathleen Martin and Assistant Dean for Student Wellness, Ashlee Leavell

Special Report

Kathleen and Ashlee gave a wonderful presentation regarding Accommodations for both students and employees. They started by giving us a background on the laws and regulations on Disabilities in the workplace and definitions.

As an employee of ATU, if you believe you need a workplace accommodation, you will start the process by speaking with your supervisor, speaking with HR, or going to <https://www.atu.edu/hr/loa-accommodation.php> to submit an accommodation request. HR may then request medical documentation. Next, they will start the interactive process between you and your supervisor to curate a solution that works for both the employee and the department. Kathleen emphasized that your medical information is not shared during this process, just the ideas you and/or your physician comes up with for the accommodation. If you have any questions regarding this process or accommodations, please reach out to Kathleen Martin or anyone in the HR office.

Ashlee states that the student process is very similar. Students will make a request to her office *typically* the summer before their freshmen year. Although, it is important to note that these requests can be made at any time. Their office then will begin collecting medical paperwork, interviewing the student, approve their request (when appropriate), and teaching them how to log onto their portal to initiate letters to faculty. Student Disability Services (SDS) asks that faculty contact them within 48 hours of receiving the letter if they believe the accommodation fundamentally alters their learning objective so changes can be made with and for the student. Ashlee also emphasized that student accommodations cannot be implemented retroactively. If a student fails a test because they had a blood sugar episode (for example) and THEN goes to get accommodations put in place, SDS cannot do anything about that test. They can only help with future classwork. So, it is very important for students to come see them sooner rather than later. It is always better to have an accommodation in place and not need it than vice versa. If you have any questions about the services SDS offers students or if you have a student in mind, please reach out to Ashlee Leavell or anyone in the SDS office.

Additionally, accommodations can be made for instances that are not necessarily a disability. Both offices can accommodate Pregnancy and Breastfeeding, as well as, religious requests.

Senate Discussion

Committee Updates:

- Campus Space & Utilization
 - No update
- Emergency Management & Safety
 - No update
- International Travel Advisory Council
 - No update
- Technology Prioritization
 - No update
- Insurance, Benefits, & Wellness
 - The RFP came back from our insurance request. Three offers came back.
 - One offer was significantly higher
 - BCBS came back with a little better of an offer
 - Another came back similar to BCBS and it was decided that it was better to stay with BCBS for convenience to our employees.
 - The committee was then presented with three plan options to choose from and asked them to consult their constituents regarding their preferences.
 - Scott did this with staff senate by having a survey made and sent out (Thank you Kate)
 - Staff Senate favored one option by ~60%
- Presidential Communication
 - Career service bonuses have gone out
 - OIS had some updates to share in the spirit of Cybersecurity Month
 - Ferguson Student Union is coming along. Pavement will be poured soon for the parking lot and trees will be planted November 3rd.
 - FAMA noted that some of our older buildings may be struggling with this time of year when it is chili in the morning and hot in the afternoons. If you feel your office is uncomfortable, please let them know.
 - Faculty Senate has been working on their Tenure review
 - The Registrar's office gave an update on the common course numbering process
 - Ozark noted that their RN program was reaccredited
 - Time Out for Tech is quickly approaching
 - Public Safety announced that the Clery Report is out
- Budget Advisory
 - No update
- Campus Council
 - No update
- Staff Senate Fundraising
 - Printing is happening!
 - Cookbooks will cost \$10 each and we will sell for \$20
 - Selling the first 50 at Homecoming Tailgating.
 - Will have a presale link as well
 - Sale will happen through graduation
- Faculty/Staff Senate Waiver
 - No update

Meeting Adjourned

At 9:39 am Vice President Hilliard made a motion to adjourn, and Senator Schluterman seconded. President Tomlin concluded the October 2, 2025 meeting.

Respectfully submitted,
Whitney Moore, Secretary

DRAFT