

Staff Senate Minutes

December 4, 2025

CALL TO ORDER

President Scott Tomlin called the Arkansas Tech University Staff Senate meeting to order on Thursday, December 4, 2025 at 9:30 a.m. in a hybrid meeting held via WebEx and in RTH 311.

WONDERBOYS FOOTBALL SEND-OFF

Staff Senate members participated in the Wonderboys football send-off prior to the start of the meeting.

ROLL CALL

Senators Present:

Scott Tomlin
Kim Hilliard
Whitney Moore
Shelly Hall
Madisyn Chance
Kacie Lopez
Austin Norman
Connie Herring

Bethany Brown
Bonnie Freeman
Nick Schluterman
Austin Norman
Kate Darr
Amanda Gardner
Matt Fraser
Rachel Broussard

Andrea Eubanks
Cesiley Rideau
Katie Hook
Cody Neal
Mackenzie Taylor
Joceline Argueta
Amy Anderson
Megan Bell

Senators Absent:

Tanda Morrison

Melissa South

Jenna Bradley

Visitors:

Kathleen Martin
Ashley Sheridan
Alisa Waniewski
Julia Pope
Valli Ashcraft
Amber Meeks
Elon Tomlin

Kim Tate
Carl Brucker
Traci Halsted
Kim McKown
Jennifer Fleming
Jennifer Taylor
Elizabeth Underwood

Chelsea Martin
Slade Dupuy
Susan Johnson
Shanteal Scott
Marcia Brown

Special Guest:

Kathleen Martin

A quorum was confirmed.

Approval of Previous Minutes

The minutes from the November 6, 2025 meeting were distributed electronically prior to the meeting. Senator Gardner filed a motion to accept the minutes. Vice President Hillard seconded the motion. The minutes were approved by Senate vote.

Constituent Concern Follow-up, Kathleen Martin

<p>Search Committee Composition:</p> <p>Process of selecting a search committee is not consistent and lacks representation. This impacts both the fairness of the process and how successful a new hire ends up being in their role. Individuals who directly work with or be affected by the person being hired needs to be involved in this process. Those perspectives help ensure the decision supports the whole team. I've seen several examples of this. With the most recent being the VP of Enrollment Management search, we must move toward a more consistent and inclusive approach forming hiring committees, one that gives a broader range of voices a seat at the table.</p>	<p>Reminders are sent to hiring managers that the search committee should have at least a minimum of three members. The members should all be active in scoring initial applicants or initial applications and participating in the interviews. The search committee must have one member that reports to a different vice president.</p> <p>For faculty, it's a minimum of three members, one of which needs to be from a different college. The members should be active in scoring initial applicants or initial applications and participating in the interviews.</p> <p>There have been an estimated 145 searches in the past year. There is a variety of differences in these searches, and they have different needs. Search committees need to be manageable in size as meaningful participation decreases with a larger committee.</p> <p>There are open forums for positions that have a larger campus impact where they're more visible like a VP position, and that is a really good opportunity for you to participate in the process and to give your feedback.</p> <p>Specifically, in the VPEM interviews there were 13 people on the committee, and representation from every unit on campus. All 13 were men, which was happenstance that the 3 governing bodies are chaired by men, and unlikely to look the same in the future. Each search committee is unique dependent on the position, the timing, and the role.</p>
<p>Vector Solutions Trainings:</p> <p>In previous years, the training's focused on topics that apply to everyone like title nine and mandated reporting, which in previous years, the training's focused on topics that apply to everyone like title nine and mandated reporting, which made sense. This year though several new modules</p>	<p>Vector Solutions will allow HR to add the whole training catalog, customize and enhance the training and have one place to track training completion.</p> <p>HR worked with Mr. Ross Duncan, the Occupational Safety Officer at ATU, and he believes Arkansas state law and Federal OSHA law requires all ATU employees to</p>

<p>were added such as bloodborne pathogens and hazardous material handling, and they don't really relate to many roles across campus. While I completely understand the importance of safety and compliance, the edit trainings took a fair amount of time away from our regular work. It might be more effective in the future to assign only the trainings that are relevant to each employee's responsibilities. That way we can stay compliant and informed without taking unnecessary time away from our main duties.</p>	<p>complete the bloodborne pathogens and chemical right to know training (also called hazardous material training.) He says in fact went through a state safety inspection from the Arkansas Department of Labor and they found ATU to be in violation because we did not previously require this training for everyone.</p> <p>In the future, the trainings may be more intermittent or more time may be permitted to complete the trainings.</p>
<p>Continuation of Parking:</p> <p>Can FAMA Staff, specifically custodial services, have designated parking spots? They have to use their own vehicles to travel between buildings and to transport materials. Usually, when FAMA is arriving to a location, all of the spots close by are full. This is especially true for dorm buildings. The problem becomes even worse in extreme weather (heat, cold, rain, etc.)</p>	<p>FAMA is welcome to pull up front, near or at the sidewalk and unload their stuff. Red parking passes allows you to park anywhere, including the dorms. If we prescribe special parking for FEMA for this purpose that opens the door to where other entities on campus may request specific parking for specific reasons at specific buildings outside of what we already have, Chief McMillian cited the cost of signage if that were to happen, and a way to delineate which need is called for, and which is not.</p> <p>Alternative solutions will be explored.</p>

Old Business & Committee Reports

- Campus Space & Utilization
 - No update.
- Emergency Management & Safety
 - No update.
- International Travel Advisory Council
 - No update.
- Technology Prioritization
 - No update.
- Insurance, Benefits, & Wellness
 - Met November 21st, reflection and feedback from Open Enrollment was discussed. Letters were sent to retirees covering the change in their insurance rates, it is now based on the salary tiers that are current, not at the time they retire.
- Presidential Communication
 - General campus updates were shared, including reminders related to end-of-semester activities and upcoming calendar items. Dr. Lewis starts January 1, 2026 in the VPEM role.
- Budget Advisory

- Budget development ongoing. No major changes in upcoming budgets.
- Campus Council
 - Next meeting is on December 5th. They are entertaining motions from the Council on Camps, and getting updates from their task forces.
- Faculty/Staff Waiver Committee
 - Dr. Jones seemed supportive of negotiations in recent discussions.
- Staff Senate Fundraising Committee
 - An update was provided on fundraising efforts and current progress toward goals. Cookbooks stop selling on December 15th. Around 11 remain to be sold.
- Faculty Senate Collaboration
 - Ongoing collaboration efforts between Faculty Senate and Staff Senate were briefly discussed concerning longevity pay and statistics.

New Business

Benevolent Fund for Staff

The concept of establishing a benevolent fund for staff was discussed. Senators reviewed the purpose of the fund, potential structure, and next steps. Further discussion will continue at a later meeting.

Announcements

There will be no Staff Senate meeting in January.

Condensed work hours following finals were discussed as a reminder to staff.

Adjustments to the number of senators due to the changes in the new division will be announced in February.

Meeting Adjourned

At 10:45am Vice President Hillard made a motion to adjourn, and Senator Schluterman seconded. President Tomlin concluded the December 4, 2025 meeting.

Respectfully submitted,

Tanda Morrison, Reporter