**STAFF SENATE April 4, 2018**

**Minutes**

**CALL TO ORDER**

President, Tammy Guarino called the Tech Staff Senate to order on

Wednesday, April 4, 2018 at 9:30 a.m. in Baz Tech 204.

**ROLLCALL Senators Present:**

 Josh Carey Pam Cooper Pam Dixon Andrea Eubanks Tammy Guarino James Higgs Ben King Dona Kirkpatrick Chelsea Martin Clay Moore Tammy Rye Hope Vilavanh William Titsworth Denise Wallis

**Senators Absent:**

Rachel Alexander Angela Bell Pam Cooper Braxton Lay

 Ben King Tera Simpson

**Visitor(s):**

Jennifer Thomas, ATCC

Pat Chronister, Academic Affairs

Brenda Spencer, Center for Leadership & Learning

**Guest Speakers:**

Bob Freeman, Director of Human Resources

Holli Weiss, Director of Testing and Disability Services

Thomas Pennington, Legal Counsel

On April 4, 2018, the minutes from March 7, 2017 meeting were distributed electronically and approved. Senator Moore filed a motion to accept the minutes and Senator Martin second the motion.

**OLD BUSINESS:**

President Guarino, Faculty and Staff Cookout is set for May 23, 2018 from 11-1pm at the Hindsman Bell Tower. Executive Council (EC) will be grilling hamburgers.

President Guarino stated that the awards program is still in the planning process with no date set as of April 4, 2018.

**NEW BUISNESS:**

**Welcome new Senator Alexis Scrimshire, Registrar Office who replaces Brittany Martin.**

**Guest Speaker: Bob Freeman, Director of Human Resource**

Bob Freeman stated that the Human Resource (HR) Department is here for the staff, faculty, and students. Every staff, faculty, and student matters and counts. The HR department wanted transform attitudes from you HAVE to contact or meet with HR to you GET to meet and talk with HR. HR is working on supervising and development efforts on how to have a crucial conversation and recognizing the strengths of employees. HR is working on the following agendas New Letter, Video Library, and a Well Being Program.

**Guest Speaker: Holli Weiss, Director of Testing and Disability Services**

Holli Weiss spoke on the Pet Policy:

Service Students with a disability who wish to utilize a Service Animal in a classroom are encouraged but not required to register with the Disability Services office. Students are encouraged to register with the Disability Services office for access to resources, information, and advocacy around a range of disability-related dynamics, including Service Animals. Service Animals must follow the “Guidelines for Maintaining an Approved Animal at Arkansas Tech University” found in Section VII.

 A person requesting permission to keep an Assistance Animal in University housing must make a formal request to the University’s Disability Services office at least 30 days before housing for the animal is needed. To do so, the person should submit the appropriate “Request Form for Disability Housing Accommodations”, as well as documentation of their disability to be reviewed by the Disability Services office. Emotional Support animals are permitted in the housing areas only. Students do not have to register service animals with the Office of Disabilities unless they are living on campus.

**Guest Speaker: Thomas Pennington, Legal Counsel**

Thomas Pennington spoke on Employees Hand book and gave out the Handbook policies that have been completed, but change be changes that has not been updated in a year. He asked for volunteers to work on completing the Handbook and meeting on every Thursday 1-3:30 pm in the conference room in the Administration Building. The following people volunteered to accomplish that goal of completion of Handbook:

Senators: Josh Carey, Chelsea Martin, Clay Moore, Andrea Eubanks, Michelle McMinn, and Tammy Rye.

**MEETING ADJOURNED:**

Senator Higgs adjourned the meeting at 11:25 a.m. Senator Wallis second the motion.

**NEXT MEETING:**

**Wednesday, May 2nd @ 9:30 am in BazTech 204**

Respectfully submitted, Dona Kirkpatrick, Secretary