**STAFF SENATE**

**March 7, 2018**

 **Meeting Minutes**

**CALL TO ORDER**

President Tammy Guarino called the Tech Staff Senate to order on Wednesday, March 7, 2018, at 9:36 a.m. In Baz Tech 204.

**ROLLCALL**

**Senators Present:**

Rachel Alexander Angela Bell Josh Carey

Pam Cooper Pam Dixon Andrea Eubanks

Tammy Guarino James Higgs Ben King

Dona Kirkpatrick Braxton Lay Brittany Martin

Chelsea Martin Michelle McMinn Clay Moore

Tera Simpson Hope Vilavanh Denise Wallis

**Senators Absent:**

 Tammy Rye William Titsworth

**Visitor(s):**

 Jennifer Thomas

 Dr. Gabriel Adkins, Communications

 Dr. Jamie Earls, Emergency Management

On March 7, 2018, the minutes from February 7, 2018 meeting were distributed electronically and approved. Senator King filed a motion to accept the minutes and Senator Moore second the motion.

**OLD BUSINESS**

President Guarino contacted Student Services regarding the Pet Policy. Colette Tobias, Assistant Dean of Residence Life confirmed there should be no animals living in residence halls that are not service or emotional support animals. Kristy Davis, Associate Dean for Student Wellness stated all service or emotional support animals are registered through Disability Services. If a work order is created for a room with a registered animal, Eric Voth is copied on this correspondence so Facilities Management is aware of the location. This information should be passed on to the FAMA staff and RD staff.

Tuition Waiver Policy, President Guarino stated the committee met and discussed the feedback from the faculty and staff. Changes to the policy will be submitted for approval.

**NEW BUSINESS**

Guest Speakers: Conflict Management – On Track

Dr. Adkins and Dr. Earls handed out an overview on Conflict Management, presented a Power Point presentation, and demonstrated how important it is to recognize conflicts in work related areas and with students. The presentation was how to handle conflicts and being a professional at the appropriate time.

Topics planned for Leadership Tech in the next months:

April Human Resources

May Communications

Goal Statement for Leadership Tech is in the next twelve months to develop a program that fosters professional development for staff. This series is to enhance job performance and increase moral in improved job skills, introduce new skillsets, create awareness of university resources, create networking opportunities, and to provide opportunities for leadership development for staff both Russellville and Ozark campuses.

President, Guarino announced the Staff Cookout will be held near the end of April at the Hindsman Bell Tower Lawn near Baz Tech. The Executive Council will grill hamburgers and hot dogs. The Staff Senate and HR will help serve. President Bowen will fund the event.

President Guarino proposed having an awards ceremony at the end of the fiscal year. Senator King made a motion to move forward with plans, second by Senator C. Martin.

**PROPOSED AWARDS**

Service Excellence, Outstanding Service, Administration Staff Member of the Year, Supervisor of the Year, Outstanding Job Performance, and Service Maintenance.

**MEETING ADJOURNED**

Senator C. Martin made a motion to adjourn the meeting at 11:25 am. Senator Kirkpatrick second the motion.

**NEXT MEETING**

Wednesday, April 4th @9:30 am in Baz Tech 204

Respectfully submitted,

Dona Kirkpatrick, Secretary