STAFF SENATE

Wednesday, June 3, 2015
Meeting Minutes

CALL TO ORDER
The Tech Staff Senate was called to order by President Collins on Wednesday, June 3, 2015 at 10:01 a.m. in Room 202 of Baswell Techionery.

ROLL CALL
Senators Present:

Regina Burris	Margie Link
Brandi Collins	Kim Newman
Shawna Davis	Jeff Nichols
Rhonda Fleming	Julia Pope
Brittany Flippo	Lindsey Riedmueller
Luke Heffley	Ryan Taylor
James Higgs	Roger Trusty
Debra Howard	Bettye Williamson

Senators Absent:

Sandra Anderson	Jeff Mumert
Pam Cooper	David Page
Danny Jones	

Visitors:
Carol Adkison

The minutes from the previous meeting were distributed electronically and approved as written on June 3, 2015.

GENERAL ANNOUNCEMENTS
Thank you to the grounds crew from Student Accounts, who hosted a meeting in May that brought in people from outside of campus. Everyone commented on how beautiful our campus looked.

A note will be sent to Dr. Bowen showing our appreciation for the Merit Bonus being funded this year.

OLD BUSINESS

- President Collins recognized Carol Adkison from the Office of Information Systems, and invited everyone to ask her questions about electronic/digital signatures, to help reduce paper usage on campus. The first question pertained to requisitions and P.O.'s taking a lot of paper when they have to be printed, faxed, printed, signed then faxed back and printed again. Ms. Adkison told us notifications and approvals using Banner is actually in a test mode now with Linda Johnson in the budget office. Offices that need more customized approvals created for their specific needs would need to define what is needed, what the process is now and what they need it to be. Then those could be created in Banner, also. Answers to other questions: There are Work Flow emails in place now that help reduce paper usage. The transfer of money from one budget to another is paperless now since it can already be executed in Banner. "Leave" reporting is not available online as of yet. The Security Access form/process is being revamped. Electronic signatures on the security access forms was denied in the past by administration when we first started up with Banner. It is being revisited along with making the process itself clearer. The Digital Signature has a certificate of authenticity tied to it, making it more secure. Allowing emails from One Tech email accounts to serve as "signatures" have also helped the academic side. Online book adoption has not been done at this point, but is being evaluated.

- Dumpster in first parking space of Rothwell closest to Coliseum Drive – this discussion was tabled, as the person bringing further information for our meeting was not present today.

- Proof of Insurance/Driver's License to purchase a Hang Tag – Margie Link reported for the committee formed to research this. The convenience of purchasing a hang tag online would go away. To capture driver's license and insurance policy numbers would require special programming to the BossCar Software system, which is cost prohibitive (thousands of dollars) and doesn't really solve the problem. When a parked car is damaged in a parking lot, it is a civil matter. Usually the damage is below $5,000 and no tickets are written. Parking lot accidents will continue to happen whether people have current driver's licenses and insurance or not. Suggestions were to educate faculty, staff and students about accident prevention and information about what to do if you are involved in a parking lot accident, like getting the other persons insurance information, phone number of person involved, take pictures immediately, etc. Campus cameras can show previous footage from 16-30 days, which could also be helpful. Public Safety can document the accident in case litigation is needed.

NEW BUSINESS
- Staff Achievements will be included with Faculty in the book of achievements published. Applications for Staff Achievements with be taken between January/February 2016 by Staff Senate.
- Students will now give recognition to staff members along with faculty.
- A Child Care survey will be sent out in late August to faculty, staff and students. A list of questions for the survey is being created.
- The Arkansas State Employees Association recognizes outstanding employees each year. If you wish to nominate someone at Tech the deadline is July 1. Brandi Collins has the complete information if you are interested.
- Safety glasses required for facilities management employees – these are furnished, but if employees have prescription glasses, they have to purchase the prescription safety glasses themselves. Inquiring to see if the prescription ones can be purchased by Tech, or at least a reimbursement for the cost of regular safety to goes towards the purchase of prescription ones.

GOOD AND WELFARE
Our next regular meeting will be Wednesday, July 1, 2015 at 10:00 a.m. in Baswell Techionery, Room 202.

ADJOURNMENT
The meeting was adjourned at 10:53 a.m. by President Collins.

Respectfully submitted,

Rhonda Fleming, Secretary