

STAFF SENATE

Friday, October 2, 2015
Meeting Minutes

CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Birchler on Friday, October 2, 2015 at 10:00 a.m. in Rm 115 of the Allied Health building.

ROLL CALL

Senators Present:

Jessica Birchler
Faith Johnson
Jennifer McIntare

Sharyl Moffit
Laura Rudolph

Ex-Officio Present:

Beverly Nehus

MINUTES: Minutes were read. Motion to approve minutes as read was made by Laura Rudolph, seconded by Vice President Moffit and all approved.

HANDOUTS

- President Birchler provided an agenda and a list of go2knowledge.pdf training options.
- Secretary Johnson provided previously emailed minutes and typed potluck questionnaire results. She also handed out the first draft of the second staff survey for review and the last received staff morale issue information request.
- Mr. Mike Bogue, guest speaker, handed out an Ozark Campus Mentoring Program Report.

NEW BUSINESS

- **Mentoring Program**—Mr. Mike Bogue went over the Mentoring Program Report handout stating the numbers came from institutional research. He explained how in general a new program is considered a pilot typically for 1-2 yrs. before made available for all students. The question made now is what do we now want to do with the mentor program? Stay as is or Build on it? Having promising results from the Mentoring Program Report Mr. Bogue suggested to maybe highly encourage all freshman to participate in the mentor program. Automatically issue them a mentor but keep in mind the student would still have the option to decline if wish, with all students not mandatory but implicit. He feels with the automatic issuance of mentors it will make it unlikely for the students to second guess it and just feel it is a part of the normal process of starting college. First issue to address with this proposal will be ensuring that enough mentors will be available to cover all these new students. It is felt that making it mandatory for staff and faculty to become mentors would not be wise with their class loads...etc. One idea to help recruit is to open up the mentor appreciation lunch to those looking to become a mentor to sell the program, since it is not as heavily advertised as some other programs on campus. Mr. Bogue informed that approximately 70 mentors would likely be needed to cover all freshman and the most mentors had so far has been 48 with the ratio being more staff than faculty. The class load difference that faculty have here v. main campus could be a major reason for this offset ratio with faculty. In order to get more faculty on board one possibility is to allow them to reduce their open office hours, currently 10 hr. requirement per week, by an hour if decide to become a mentor.

When asked, Mr. Bogue informed that the student mentor ratio would be expected to be around 10 per mentor to cover all freshman students. Another issue with the proposal of all freshman being issued a mentor is perhaps the bad stigma of it being like resource class in high school or something so to remedy this it was suggested to look for a different name for the program such as big brother, big sister, pace setter...etc. It was asked whether or not it could be possible for the setup of mentors with mentees to be well before school to help ensure students get reminded of the importance of financial aid paperwork but the issue with this proposal is that faculty are off in the summer. Students are already reminded by letters...etc. through financial aid so this issue sounds to be a student issue with the student just not taking initiative, reading the notice material and taking heed to the request for paperwork to complete their aid process. *Discussion only, no motion made.*

- **Professional Development Topics**—President Birchler informed the group of Mr. Sikes suggestion to host 2-3 professional development trainings a semester but he does not want to close any offices. The only way to keep from closing most offices will be to rotate half the staff out and have more than one session but for those few offices having only one person it will be near impossible to keep them open.
 - President Birchler asked the group to review the go2knowledge training options list handout and to even try and make time later to test out a couple of the training topics. Ozark and Russellville campuses have joined forces to pay a couple of thousand dollars for these webinars; the goal is to pick 20 desired sessions. Laura Rudolph informed she has already tested out two sessions one being customer service and reported it to take approximately 45 minutes to an hour. She encourages it to be taken at a time one can be uninterrupted because otherwise you may lose your place or interruptions will simply make it more difficult to comprehend the material for the questions. She explained it is similar to a PowerPoint type lesson then at the end having to complete a question and answer section to gain a certificate. It is thought not to be the most effective training in comparison to face to face but if only way then better than nothing. *Vice President Moffit motioned, Laura Rudolph seconded and all approved the motion for Staff Senate members to take one of the go2knowledge sessions by the next meeting to properly assess to decide which 20 to best choose.*
 - President Birchler will check with the Russellville Staff Senate to see if they have perhaps already compiled a list of items from the go2knowledge to help the group get a better idea of how to narrow down the many choices for the next meeting.
 - Mini conference with breakout sessions were again suggested for perhaps a Thursday and Friday around the usual welcome back lunch to offer a buffet of choices for staff to choose what they are interested in verses being forced for example to set and hear about someone else's insurance plan. Because it is crazy during the welcome back lunch it was then suggested to host the mini sessions perhaps during Christmas break instead or just after graduation when students are no longer here. *Discussion only, no motion made.*
 - Other training webinars available: NISOD National Institute for Staff and Organizational Development by which Kristy Moore in the campus library would be the contact. The reason these types of webinars are being looked at is that they are considered to be cost effective. Mrs. Nehus also informed that Mr. Murders has access to some training through NCWE National Council for Workforce Education

geared towards 2 yr. colleges, Mr. Sikes is usually in attendance of this conference. *Discussion only, no motion made.*

- **True Colors Personality Test** was suggested by Laura because it is free and would be very beneficial with learning not only our own personality types but be able to ID personality types of others. It would develop the ability to help improve communication by learning how to approach each different personality type. *Discussion only, no motion made.*
 - Laura offered to work on getting the contact information for the lady in Charleston who generally offers the test then call to see when she may be willing to come to the campus then report these possible days back to the group during next meeting.
- **Retirement**—President Birchler suggested we look to get two sessions going regarding retirement on the calendar a week before Christmas. Jennifer motioned, Secretary Johnson seconded the motion to host two sessions for Retirement in the week before Christmas break. Vice President Moffit brought up capping and pinning, paramedic testing...etc. *Secretary Johnson motioned, Laura Rudolph seconded and all approved the motion to table setting a date for the two Retirement sessions until Laura talks with Kristin to get an idea of the dates she can come on campus.*
- **EXCEL, BANNER and ARGOS Training**— Suggestions were made to get someone to conduct the training with the same access as those being trained and that the trainer also be someone on the front lines using what is being trained. *Discussion only, no motion made.*
 - President Birchler will contact the Chief Officers so they may decide best dates to host in house training for their departments. Afterwards the Staff Senate will work to get someone to do the training.
- **Staff Awards**—
 - **Student Service and Campus Service Award**—Staff nominated awards suggested by Mr. Sikes to be created with the criteria set by Staff Senate members. One question the group had with discussion was when to award and whether the two should be awarded together or separately. A suggestion was made to look into was whether the award(s) could be made during commencement. With further discussion commencement would be unlikely the best time because it may lengthen the ceremony, most but not all staff are required to attend and if staff are they are usually working the ceremony. Suggestion was made to look at awarding both awards during the state of the campus meeting at the beginning of the year with Dr. Bowen but then felt the chiefs sponsored lunch for Staff and Faculty around Christmas would be better because offices are generally closed during that time and it is a more relaxed atmosphere. President Birchler informed that any gift such as a plaque for these awards will need to be approved and come from Foundation funds. A suggestion was also made to combine the two to make one award one criteria perhaps called staff of the year. *Laura Rudolph motioned, Jennifer McIntare seconded and all approved to create one award voted by staff that encompasses the results of the first staff survey.*
 - President Birchler will make contact to Brandy Collins to see what they are doing and when staff awards for Russellville are generally awarded and report back during the next meeting.
 - **Student Chosen Quality Service Award**—It has been requested by Angie Cox, SGA Advisor, and the Student Government Association members that the selection

process be changed for the student voted staff Quality Service Award. It is felt unfair for just the Student Government Association and the Chancellor's Leadership Cabinet to only have a say in choosing a few from the entire staff to be voted on by the entire campus each year. It has been suggested for the award selection process to be changed to where all staff as a whole will go up for the campus wide vote to determine the next awardee. *Secretary Johnson motioned, Vice President Moffit seconded and all approved to amend the selection process of the Staff Quality Service Award to eliminate the SGA and CLC selection from the award process and place all staff as a whole up for the campus wide voting to determine the next awardee.* It was also agreed for this student voted award ceremony to remain during Spring Fest each year as it has in the past three years with Julie Schmalz, Debbie Edgin and Tracy Chapman being the awardees.

- **Recent Staff Morale Issue Information Request**—Staff have asked why staff are not able to take Fall Break with pay if faculty are. Per discussion with staff they understand faculty getting spring break and summers because it is contractual but now they are getting two more days paid that staff are not so why? President Birchler researched to find a possible answer or solution to the problem to present it to the group. President Birchler was not able yet to discuss this specific staff issue with Mr. Sikes due to an interruption. Though she has learned there is a state rule that mandates staff to work forty hours per week where faculty do not have that rule. She also learned with talks regarding more flexible schedules that if a change can be made it would have to be made through strategic planning though staff must be aware that this could open up other discussions. One such discussion is where the campus is now searching for better ways to market to adult learners and thus looking at nights and or weekends when the adult learners do not work so this may require the offices to either be open later or on weekends. They are looking at adult learners because in looking at past numbers we have had an increase in freshman but minus layoff recruits we have been hovering around the same amount of adult learners. Staff Senate members agreed that having weekends to ourselves is one thing that makes this place attractive and so the Staff Senate members are confident with having this new information that the majority of staff would likely agree to just keep it the way it is since staff are able to take vacation during the school year where faculty can't or less able to do. The most important thing is for the Staff Senate to make staff aware of the information for a more informed decision. A suggestion was made to compile a list of staff perks for Staff Friendly Facts from your Staff Senate so everyone knows what they have available to them. Staff Senate members suggested more night mixed technology classes to help better market the campus to adult learners. Also mixed technology classes in the summer would likely help increase enrollment for those students traveling a distance from the campus because they would not have to travel as often and still have some face to face instruction. *Discussion only, no motion made.*
- **Employee of the Month Reserved Parking**—President Birchler reported the expected price of a mobile reserve sign to be \$200. It is fairly cheap long lasting investment the group can make to provide staff a small perk. It is understood there is a dislike for a lot of mobile signs on campus but the mobile sign would be the best flexible way to save money and provide a perk that the staff are interested in. It is also understood that maintenance would be relied on to move the sign. A purchase of two signs may be needed so one may be housed at ATCC to help eliminate some shuffle for maintenance. A decision has again been tabled until the next meeting. *Discussion only, no motion made.*

- **Staff Senate Web Page**—President Birchler will check in to the status of the prospective web page with Megan Morris.
- **Campus Web Page Issues**—President Birchler suggested, since there were some complaints among the group regarding the setup of the updated campus web page, for the group and others to make a list of the web page issues to present to Megan Morris.
- **Fall Break Potluck**—*President Birchler motioned, Jennifer McIntare seconded and all were in favor to amend the Fall Break Potluck date to November 20th from 11:30a.m. to 1p.m.*

OLD BUSINESS

- **Date for the Non Credit Assessment Meeting:** Members suggested that Fridays are better but a date, time and location has yet to be determined. Non-Credit Assessment –the group created a list of Professional Development topics. Here is the group’s compiled list of Professional Development with the additions gained from the potluck survey:
 - IRA
 - Excel
 - Banner
 - Budget
 - ARGOS
 - Retirement
 - Blackboard
 - Team Building
 - Banner Manuel
 - Office Etiquette
 - Agency Training
 - Employment Law
 - Supervisor Training
 - Project Management
 - Quick Tips/Shortcuts
 - Cross Team Communication
 - IPad in business and classroom
 - Foundation Goals and Practices
 - Communication between campuses
- **Student Waiver Information Status**—Julie Schmalz, per Staff Senate member’s request on behalf of concerned staff, looked into why staff waivers are posted so late in the semester. It was informed that the waivers are not considered guaranteed money like that from say TAA. With TAA once an authorization is filed TAA pays whether the student finishes or not. Waivers on the other hand are not considered earned money until the student is past the 11th class day of the semester. The question that staff now have is why the waiver cannot be placed on the account up front to accommodate student’s or dependents thriving on loans and then just remove the waiver thus causing a balance owed similar to the PELL process if the student or dependent does not attend past the 11th class day. Though the waiver will tend to tuition and cause a refund later once the waiver posts it will not accommodate the additional interest costs of the money temporarily taken out above the costs of books until the waiver posts. Having the waiver posted up front would help eliminate borrowing additional loan money to cover tuition that the waiver will tend to later in the semester. Staff Senate is not sure at this point which direction to go with this

new information so will look to present it to the Administration for consideration.
Discussion only, no motion made.

GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, November 6, 2015 at 10 a.m. in Room 115 of the Allied Health Building unless a move is needed.

ADJOURNMENT

Laura Rudolph motioned, Vice President Moffit seconded, and all approved the motion to adjourn at 12 p.m.

Respectfully submitted,
Faith Johnson, Secretary