

STAFF SENATE

October 1, 2021

Meeting Minutes

Senate meeting was our staff senate quarterly breakfast potluck.

- **Report from Staff Senate in Russellville**

Staff Senate Minutes

October 7, 2021

CALL TO ORDER

President Margie Link called the Arkansas Tech University Staff Senate meeting to order on Thursday October 7, 2021 at 10:00 a.m. in WebEx virtual online meeting.

ROLL CALL

Senators Present:

Kaitlynn Beaird
Judy Crouch
Cynthia Dixon
Tanya Dougan
Brandi Duvall

Kaitlin Ennis
Cole Hendrix
Cindy Hubbard
Margie Link
Teresa Lutz

Brittany Reves
Lydia Rogers
Tammy Rye
Alisa Williams

Senators Absent:

Angie Bell
Rachel Broussard

Susan Johnson
Lyndsay Simpson

Visitor(s):

Brooke Brilley
Sabrina Billey
Jessica Brock

Deidra Dillard
Andrea Eubanks
Laury Fiorello

Brandie Gibbs
Tammy Guarino
Alida Gutierrez

Tracey Hale
Suzanne Kellar
Kassidy Jones
Meredith Jones Lawson

Ashlyn Lee
Rhonda Ralph
Melissa South
Kylia Stewart

Jennifer Thomas
Kerri Threlkeld
Alisa Waniewski
Katrina Young

Approval of Previous Minutes

The minutes from the September 2nd, 2021 meeting were distributed electronically prior to the meeting. Senator Crouch filed a motion to accept the minutes. Senator Hendrix seconded the motion. The minutes were approved by Senate vote.

Special Report

Ms. Laury Fiorello:

- Innovation Grant- ATU has set aside \$852,000 in the budget to provide funding for projects or ideas that would streamline events or bring in new revenue that haven't been thought of before. This can be individuals, groups of individuals or departments. This is an internal grant and will be a competitive process. The funding will be for 2 years, so the idea needs to be self-sustaining.
- Fall enrollment-preliminary figures are out there, but we don't have the final numbers. Ms. Fiorello believes that we are 11% down and stated that she would get the exact numbers to senate. Budget only saw a 9% decrease because we did factor in some decrease from prior years, we did not anticipate it to be over 10%. So, we are looking at approximately for fall and spring, both, several million dollars loss. However, Ms. Fiorello assured the committee that because of the restructuring done last year, we structured the budget to have reserves in the event that enrollment did come in appropriately or as budgeted. We would hit the reserve funds first and not touch individual departments. We have 7.2 million dollars set aside in those reserves and that will more than cover any type of enrollment shortages.
- Open Enrollment is coming up for health insurance. The enrollment dates are October 25 through November 5th this year. There will be WebEx meeting on October 22 at 10am and 2pm. These meetings will be recorded for those that can't attend. There will also be a Q & A session on Tuesday, October 26 at 10am and 3pm and October 27th at 2 pm. The HSA is the free option. We did reduce all of the premiums.
- Admin and Finance will be moving to 404 N. El Paso and arrangements are being made for that move. Announcements will be made on OneTech when those plans have been finalized.
- Ms. Fiorello offered to reach out to Dr. Johnson and ask her to come speak to Staff Senate about the academic restructure process. There was a request made to have Dr. Johnson come to our next meeting on November 4th.

Committee Reports

- **President's Communication**- see attached
- **Budget Advisory** – No report
- **Scholarship** – No report
- **University Strategic Planning** – No report
- **Insurance Committee** – No report
- **IT Prioritization and Impact** – No Report
- **University Communication Working Group** – No report
- **Campus Space and Utilization** – No report
- **Green and Gold Cupboard** – No report **Staff Awards** – No report

New Business

Organization Chart for all Departments/Divisions- Senator Beard has reached out to Wyatt in IR for a list of all staff members, which will help with knowing exactly who constituents are for senators. This updated list will also make it easier to figure out who can and can't serve on Staff Senate. Wyatt stated that there was no official organizational chart. Senator Beard asked for feedback on taking a formal request to EC. Senator Parsons, who works in OIS, stated that due to restructuring, organizations have gotten a bit hairy and this could be a difficult process. He was going to ask and find out what could be done. For the future, we need to determine whether or not deans and department heads need to be counted within the numbers of how many senators are in Academic Affairs. Also, Athletics is not being represented in senate. Can and should athletics be represented in Staff Senate? Senators were asked to take this back to their constituents and we would discuss these items again next meeting.

Staff Senators in Interim Positions- Staff Senate will re-visit this issue next month and will have an official vote on record.

*Request for Special Events/Project Committee-*will discuss further next month and will need volunteers. Senator Beard asked for a couple of volunteers to help with the food drive that will be held at the first of November. Senators Crouch, Rye, Dougan, Parsons and Hendrix volunteered to help.

*Fee Committee-*President Link stated that she didn't believe that a representative from Staff Senate needed to be on this committee, but just aware that such committee existed.

*Alumni Office-*The Alumni Office is taking nominations for staff and faculty to be recognized at the home football games and some of the basketball games. Please make sure that the link is sent out to constituents, so our staff can be recognized.

*Professional Development-*President Link was emailed from the Shirley the President of the Ozark campus to find out if we would be interested in collaborating on professional development. President Link said that she was honest and told her that while we would love to do professional development, we are short staffed and don't have the time.

Old Business

*Food Drive-*Senator Beard discussed earlier in the meeting that the dates would potentially be first part of November.

*Bone Marrow Drive-*planned for some time in spring 2022.

Open Forum

- Senator Beard brought to Senates attention that our next meeting scheduled for November 4th was Time Out for Tech, she suggested that we move our meeting to insure participation. President Link suggested for consistency to move our next meeting to November 11th. President Link said that she would get with Ms. Fiorello and find out what date would be better for Dr. Johnson.
- President Link had sent out a potential staff newsletter and Senator Rye accepted to complete that if we wanted to continue with that idea. Senator Hendrix suggested that we do the newsletter quarterly. It was determined by senate that the newsletter would go out once a month on the 3rd Thursday for now, but if it gets to be too much we can change in the future.
- Senator Duvall stated that she had been approached about the coffee shop in Brown wanting the hours to be changed. Right now, it is only open from 7-11am. Senator Rye stated that she is over food service and trying to change those hours, but they are very short-staffed right now.

- Senator Beard reminded Staff Senate that the tuition waiver did go back to 100% for faculty and staff.

Announcements

None

Next Meeting

The next meeting will be on Thursday, November 11, 2021 at 10 a.m.

Meeting Adjourned

Senator Hendrix filed a motion to adjourn the meeting. Senator Rye seconded the motion. The Senate voted to adjourn the meeting at 10:47 a.m.

Respectfully submitted,
Lyndsay Simpson, Secretary

President Communication Meeting 9/28/21

COVID update:

- Cases are down in the state; Cases are down at ATU and have hit single digits.
- No changes are being recommended to EC from the taskforce.
- Rapid testing in the Health and Wellness center; anyone with symptoms can get a rapid test and if they get a negative result they do not have to quarantine.
- Student flu vaccine-Thursday Oct 7 11-6 Wednesday Oct 13 11-6

Bedsole enrollment:

- Spring applicants-positive trends
- Saturday showcase event-167 attendee
- Time out for Tech-November

Christina

- Open enrollment Oct 25-Nov 5. Two informational sessions will be announced. Will be posted in an OneTech announcement.
- Carrier will change for ancillary benefits; no longer USable
- Employee flu shot clinic-Oct 5th 1-3; Oct 20 9-12
- Approved to update evaluations information to HR website. Training for supervisors in January.

Laury

- Innovation funds-Internal grant process where departments/divisions can propose grants.
- Budget Advisory Meeting- October 22nd Fee subcommittee will launch in October.
- 5 year budget model; will be adding 2026
- Weekly HEERF committee meetings. Reviews projects for example PPE, HVAC air quality improvements

Johnson

- Academic restructuring; <https://www.atu.edu/academics/collegerestructure/>

Geiken

- Gifts and Pledges are trending in the right direction

Caroline

- Homecoming Oct 22-23
- **Next meeting date/time:** November 5th at 9:00 am will be our next Staff senate meeting.

ANNOUNCEMENTS: Employee spotlight for October was announced: Alina House

ADJOURNMENT

Senator Martin motioned, Senator House seconded, and all approve and motion carried to adjourn at 9:45 a.m.

Respectfully submitted,
Bethany Lucius, Secretary