

Staff Senate Minutes

November 7, 2024

**CALL TO ORDER**

President Kristian Thompson called the Arkansas Tech University Staff Senate meeting to order on Thursday November 7, 2024 at 9:00 a.m. in a hybrid in-person and WebEx virtual online meeting.

**ROLL CALL**

**Senators Present:**

Sabrina Anwar  
Megan Bell  
Jenna Bradley  
Bethany Brown  
Kate Carter  
Bonnie Freeman

Shelly Hall  
Connie Herring  
Kim Hilliard  
Katie Hook  
Kacie Lopez  
Whitney Moore

Cesiley Rideau  
Nick Schluterman  
Miranda Senn  
Mackenzie Taylor  
Kristian Thompson  
Scott Tomlin

**Senators Absent:**

Peggy Ayers  
Rachel Broussard  
Slade Dupuy

Amber Jacimore  
Tanda Morrison  
Cody Neal

**Visitor(s):**

Alexis Scrimshire  
Andrea Eubanks  
Chelsea Martin  
Eric Walker  
Jennifer Fleming  
Jennifer Griffin  
Jennifer Taylor  
Kathleen Martin  
Kim McKown

Kim Tate  
Kimberly Turner  
Leigh Hill  
Linda Jones  
Marcia Brown  
Michan Chowritmootoo  
Susan Johnson  
Valli Ashcraft  
Victoria Tomlin

## **Approval of Previous Minutes**

The minutes from the October 3, 2024 meeting were distributed electronically prior to the meeting. Senator Hilliard filed a motion to accept the minutes. Senator Carter seconded the motion. The minutes were approved by Senate vote.

## **Special Guest**

Board of Trustee Member Bill Clary and Austin Norman

## **Special Report**

Austin Norman joined the Senate today to go over phishing and the importance of Duo at our university. Austin explained that our multi-factor authentication, like the pushes from Duo, are the only thing keeping invaders out of your personal information. OIS will never ask us to email them our information, like passwords. The “hackers” that make the phishing emails and forms are really good at making them look authentic. That is their job. OIS says to just be vigilant. If you are ever suspicious of an email, never be afraid to send it to OIS Security. They will investigate the email and if they determine it to be phishing, will look to see who else got the email and delete it. Austin explained that even if you think 100 people have sent it to them, they’d rather you go ahead and send it to them just in case. If you ever get a push request on Duo that you did not request, contact Campus Support immediately. Do not authorize it! That means someone has your username and password and is trying to log in as you.

Next, Board Member Bill Clary joined us. Mr. Clary just wanted to pop in and say hi. He reintroduced himself to us for the new members and let us know a little about his history with Tech. Mr. Clary noted the changes that everyone has seen on campus and the positive shift in moral that he’s seen. Also, he just wanted to show his support to Staff Senate and thank the staff for all the work they do day in and day out.

## **Senate Discussion**

President Thompson presented the proposed update to a section of our constitution. It is mostly to update some language. For example, the constitution still talks about Classified and Non-Classified positions. We no longer have classified positions so the constitution should reflect correctly. Senator Hilliard made a motion to vote on the amended constitution and Senator Rideau seconded it. The senate then voted on the updated and it was unanimous. The proposal is approved.

### Committee Updates:

- Campus Space & Utilization
  - No update
- Emergency Management & Safety
  - No update
- Access and Equity Committee
  - No update
- International Travel Advisory Council
  - No update
- Technology Prioritization

- No update
- Insurance, Benefits, & Wellness
  - The committee went over the fact that there was no increase to the employee on insurance premiums. They also discussed the upcoming wellness program that is expected to roll out January 1. Ideas are rolling around to have guest speakers come to campus to talk about different wellness topics as well.
- Presidential Communication
  - It's open enrollment! Time out for Tech is 11/12. The Government Liaison position is open for applications.
- Staff Senate Fundraising
  - The committee is pushing for a solid 50 recipes to be submitted for the cookbook before Christmas break. We are currently sitting at 18. We are going to start working on some rough drafts/templates for the pages now that we have some submissions as well.
- Faculty/Staff Senate Waiver
  - The committee decided that there were 3 main points that they are wanting to look at for revision at this time.
    - Addressing the total hour limits
    - Adding flexibility to the cap on the number of hours you can take in a fiscal year
  - Consequences for failed performance in either classes and/or job duties were discussed but nothing was settled on. The committee is requesting data on how many times the waiver is used then ends up having to be refunded due to poor grades or dropping the class. If any senate member or constituent have any ideas or concerns, they'd like considered, please feel free to reach out to Scott Tomlin or any other member of this committee.

**Concerns & Questions brought to Staff Senate**

<p>Why can't full time employees get their parking pass fee taken out of their paycheck? Why is this reserved only for new hires? Can this be done every August so we don't have to worry about manually doing it?</p>	<p>Per OIS, the current set up of our system does not allow for it to be withdrawn from employee checks as a part of payroll processes. Changing the system would be a timely and expensive process.</p>
<p>Some student facing offices, as well as other offices, are wearing jeans on a regular basis, not just Fridays. I think that this is a great thing. Students come into our offices and sometimes they are nervous and unsure. They can be very intimidated by someone who is dressed in business attire. Also, it can be a little deflating to be told jeans are only for Friday but see other staff members in the same building wearing jeans every day. Would it be possible to allow all offices to wear jeans and a nice shirt/blouse all the time?</p> <p>On rainy days like today, it would be nice to be able to wear jeans and rainboots so we don't get</p>	<p>Dr. Jones believes that it is sometimes ok to wear jeans depending on the circumstance. ATU doesn't have a dress code per se, and he doesn't want a university wide policy that addresses the issue. Mainly because of the diversity of work that happens on campus. Jeans all of the time in student facing offices is not always appropriate. Sometimes it works depending on the circumstances and he trusts supervisors to make that call on a case-by-case basis. It is recommended for individuals with those concerns to reach out to their supervisors for guidance.</p>

soaked. For staff, your dress code should not depend on how your supervisor is and how lenient or strict they are on dress code. Additionally, the dress code for men and women are not the same. Men can wear a Tech shirt or hoodie but women are expected to dress in business casual.	
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**Meeting Adjourned**

At 9:46 am Senator Tomlin made a motion to adjourn, and Senator Carter seconded. President Thompson concluded the November 7, 2024 meeting.

Respectfully submitted,  
Whitney Moore, Secretary

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