

Administrative Staff Organization

Meeting Minutes

May 15, 2018

Present: Jenny Sanders, Hannah Dixon, Lauren Peck, Aramie Brooks, Kyra Jerry, Marcus Copeland, Taylor May, Dale Tommey, Laura Johnson, Wayne Banks, Olivia Clack, Horace Charles, Jennifer Williams, Dr. Juanita Mitchell

I. Administration

Chair Jennifer Williams called the meeting to order in Room TE 100 at 3:03 p.m. Lauren Peck made a motion to accept the minutes from the March and April meeting, and Horace Charles seconded the motion. Motion approved.

II. New Business

Marcus Copeland will be the Chair of ASO for the upcoming fiscal year. Olivia Clack made a motion to accept the nominations for the new officers. Laura Johnson seconded the motion. The revisions were accepted. New officers for 2018-2019:

Chair-Elect: LaClaire Williams

Liaison: Kyra Jerry

Secretary: Hannah Dixon

Laura Johnson made a motion to accept the revisions of the by-laws that was done by the By-laws Committee. Wayne Banks seconded the motion. The By-law revisions were accepted.

III. Adjournment

Olivia Clack made a motion to adjourn, and Hannah Dixon seconded it. The motion passed. Adjourned at 3:12 p.m.

Administrative Staff Organization

Meeting Minutes

September 27, 2018

Present: Dr. Jason Morrison, Jenny Sanders, Hannah Dixon, Aramie Brooks, Marcus Copeland, Connie Riley, LaClaire Williams, Kyra Jerry, Dr. Juanita Mitchell, Wayne Banks, LaTonya Reed, Paula Doss-guest speaker

I. Administration

Chair Marcus Copeland called the meeting to order in Room TE 100 at 2:35 PM. Dr. Juanita Mitchell made a motion to accept the minutes from the May meeting, and LaClaire Williams seconded the motion. Motion approved.

II. Old Business

Marcus Copeland announced that ASO will begin meeting quarterly.

III. New Business

Marcus Copeland introduced the new officers for 2018/2019 year:

Chair-Elect: LaClaire Williams

Liaison: Kyra Jerry

Secretary: Hannah Dixon

IV. Presentations

- Dr. Jason Morrison- Chancellor
 - Thanked everyone for their continuous hard work to increase enrollment
 - Announced that he is very pleased with the institution
 - Spoke about Concurrent credit- Virtual Arkansas is challenging two year colleges; the Higher Learning Commission may need to get involved
 - The institution is asking the Arkansas Department of Higher Education to look into the issue; would like to offer a flat rate for concurrent tuition to create equity
 - Athletics will help increase enrollment and give us name recognition
 - Dr. Juanita Mitchell will begin helping with the Lady Rockets basketball team
 - SAU Tech has the highest graduation rates in the state besides the University of Arkansas Fayetteville, however they are a Tier 1 university
 - We are a member of the SAU system, but we are considered independent because SAU is considered independent

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- We desire that Arkansas put more value on the 2 year degrees that we (and other colleges) offer
- Paula Doss
 - Student Life has a food pantry
 - Mrs. Paula was trained in April 2017 with Arkansas Food Bank
 - SAU Tech received a start-up grant for \$3,000 to start our food pantry
 - We opened the food pantry for the first time in October 2017 and were able to feed 30 students; then in August 2018 we were able to feed 57 students
 - Food pantry is a work in progress, but we serve students twice a month
 - The Arkansas Food Bank delivers to SAU Tech once a month to supply us with non-perishables
 - Discussed bringing a non-perishable food item (not a canned good) to get in to the Rocket home games

V. Announcements

- Suicide Prevention/Awareness event to be held October 2, 2018 at 12:30 PM on the AD Lawn or TE 100 if it is raining
- Voter Registration Drive October 2, 2018 from 10 AM until 12 PM and then from 1 PM until 3 PM in the Lobby of the TE Building
- Meet the Rockets will be held on October 8, 2018 at the Shaddock Field House
- First 50 in attendance at the game will get in for free
- Preview Day October 10th and 11th in the Grand Hall from 8:45 AM until 2:15 PM
- College Day October 12th in the Grand Hall from 9 AM until 12 PM
- ACC Conference to be held in Little Rock October 14th until 16th
- Health and Wellness Fair/Fall Festival to be held October 31st from 10 AM until 1 PM in the Grand Hall
- Discussed possibly feeding housing students during Thanksgiving break
- Hannah Dixon given the task to contact the Camden First United Methodist Church to see when they would need names for the free Thanksgiving meals they provide
- Discussed raffling off floor seats for the home basketball games
- Tentative meeting to be held November 6th

VI. Adjournment

Dr. Juanita Mitchell made a motion to adjourn, and Jenny Sanders seconded it. The motion passed. Adjourned at 3:45 PM.

The Administrative Staff Organization met on Wednesday, February 13, 2019 in TE100. Chair Marcus Copeland called the meeting to order at 3:06 p.m.

Those in attendance were: Marcus Copeland, Jenny Sanders, Beverly Ellis, Wayne Banks, Connie Riley, Courtney Haygood, Kyra Jerry, Aramie Brooks, LaTonya Reed, Olivia Clack

The September minutes were sent for members to review via email. Jenny Sanders made a motion to approve the minutes and Beverly Ellis seconded the motion.

Chair Copeland stated the old business was from the last meeting of introducing the ASO officers and Dr. Morrison was the speaker.

Chair Copeland turned the meeting over to Dean Jenny Sanders. Dean Sanders is a member of a committee to update and revise the College's mission, vision, and values. All employees, student, COBITC group, and civic organizations were sent an electronic survey to provide feedback on the College's strengths and weaknesses. The College's mission, vision, and values have not been reviewed or changed in about five years. Dean Sanders will send out information before the next special called meeting for the ASO members to review. The ASO needs to get members to participate in the meeting scheduled for Wednesday, March 6, 2019 at 3:00 p.m. in TE117.

Chair Copeland opened the floor for discussion and announcements.

Wayne Banks announced that graduation will be held on Saturday, May 4, 2019 at 10:30 a.m. in the Grand Halls. Practice will be on Monday, April 29, 2019. In the future, there could possibly be two graduation ceremonies.

Jenny Sanders announced there will be a Transfer Fair on February 25, 2019 in the TE Building hallways from 12:00 – 2:00 p.m.

Olivia Clack announced a Job Fair will be held on Tuesday, April 16, 2019 in the Grand Halls from 9:00 a.m. to 4:00 p.m. Rocket Night will be Saturday, April 13, 2019 in the Grand Halls. Walt Coleman will be the speaker. Tickets are \$25.

Wayne Banks announced the Black History event will be on Thursday, February 21, 2019 in the Grand Halls at 6:00 p.m. Dr. Rick Rigby is the speaker. Tickets are \$25.

Courtney Haygood made a motion to adjourn the meeting and Connie Riley seconded the motion.

The Administrative Staff Organization met on Wednesday, March 6, 2019 in TE117. Chair Marcus Copeland called the meeting to order at 3:03 p.m.

Those in attendance were: Hannah Dixon, Jenny Sanders, Marcus Copeland, Kyra Jerry, Bailey Carl, Beverly Ellis, Connie Riley, Aramie Brooks, Lisa Holland, Olivia Clack, LaClaire Williams, Wayne Banks, and LaTonya Reed.

The February minutes were emailed to all group members on March 6th. Jenny Sanders made a motion to approve the minutes and Connie Riley seconded the motion.

Chair Copeland stated the old business was from the February meeting when Jenny Sanders spoke about the project that will aim to revamp the college's vision, mission, and institutional value.

Next on the agenda were nominations for officers for the next year. The positions up for election include Chair Elect, Secretary, and Liaison. A description of each office was given.

Kyra Jerry was nominated for the position of Chair Elect; the nomination was seconded by Lisa Holland. Kyra accepted the nomination.

Connie Riley volunteered for the position of Secretary. She was then nominated by Lisa Holland; the motion was seconded by Olivia Clack.

Beverly Ellis made a motion to close the election for Secretary, Hannah Dixon seconded it.

For the position of Liaison, LaClaire Williams nominated LaTonya Reed; the motion was seconded by Aramie Brooks. LaTonya did not accept the nomination. Kyra Jerry then nominated Bailey Carl for the position of Liaison; Aramie Brooks seconded the motion. Bailey accepted the nomination.

Aramie Brooks made a motion to close the election for Liaison, Connie Riley seconded it.

Connie Riley did a presentation on a project that she created to help our students during the cold months of the year. The project is **Helping Our Rocket Students In Need Stay Warm**. Faculty and Staff would collect and Donate gently used hoodies from now until next fall. We spoke about whether or not local cleaners in Camden would be possible collection spots.

Chair Copeland turned the meeting over to Dean Jenny Sanders. Jenny Sanders is a member of a committee to update and revise the College's mission, vision, and values. All employees, student, COBITC group, and civic organizations were sent an electronic survey to provide feedback on the College's strengths and weaknesses. The College's mission, vision, and values have not been reviewed or changed in about five years.

There were large pieces of blank paper with different topics; weaknesses, values, threats, five year goals, strengths, and areas of opportunity. Members of the group were given pens and post-it notes and instructed to write their thoughts on the notes and then post them in the proper area.

After everyone was finished posting their ideas, each thought was discussed in depth. This exercise opened the door for many good conversations as to how we can improve our campus for our students and employees.

Chair Copeland opened the floor for discussion and announcements.

Hannah Dixon made a motion to adjourn the meeting and LaClaire Williams seconded the motion.

Meeting was adjourned at 4:15 PM.

The Administrative Staff Organization met on Thursday, September 26, 2019 in TE 117. Chair LaClaire Williams called the meeting to order at 3:02 P.M.

Those in attendance were: Hannah Dixon, Jenny Sanders, Bailey Carl, Rachel Joe, Wayne Banks, LaClaire Williams, and Kyra Jerry.

The March minutes were passed out to the group members. Jenny Sanders made a motion to approve the minutes. Wayne Banks seconded the motion. Hannah Dixon third.

Chair Williams turned the meeting over to Jason Morrison as the speaker.

Jason Morrison presented stats of the college enrollment, opportunities we started at SAU Tech and upcoming changes in 2020. The stats of enrollments for 2014 at 764 vs. 2018 at 741; Morrison said the college is doing 80% better than most colleges in Arkansas where others had a drop of enrollment. SAU Tech has opened up more housing opportunities along with better scheduling and advising. Students are able to take more hours because of the new scheduling. SAU Tech has opened up the athletics and scholars program for students to be involved in. Stats from last year to this year for college concurrent was up by 5.9%, college core up by 3.7%, FTE up by 13.2%, and credit production up by 14.4%. By fall 2020, Welding Academy will be moving from Magnolia to East Camden campus and offering nondestructive testing and RN program.

Chair Williams stated the no old business to address.

Chair Williams stated new business that the officers met on September 13th. Connie Riley suggested an event called Tech and Treat on October 31st from 4-5:30pm for the students, faculty, and staff members who have kids have a place to treat or trick. Administrators could vote to be involved for this event by e-mail. Jenny Sanders suggested scholars could help.

Chair Williams opened the floor for any opportunities for the committee to volunteer for community events.

Chair Williams announced tentative dates for the next Administrative Staff Organization meetings for November 7th, 2019 at 3pm, March 12th at 3pm, and June 11th at a to be determined time. The last meeting would be a Hawaii Luau theme.

Hannah Dixon made a motion to adjourn the meeting and Bailey Carl seconded.

Meeting was adjourned at 3:58 PM.