



Meeting Minutes November 9, 2011

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:02 a.m. on November 9, 2011 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Sherry DeVault, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Amanda Legate, Ashley Lyon, Josh Markham, Catherine Marhenke, Lindsey Osborne, Ray Owens, Gail Ozanich, Michelle Reinold, Jenny Ruud, Tracy Spence, Arian Story

Senators Absent: Tanya Buchanan (AE), Arch Jones (AE), Kim McKee (AE), Lula Tyus (AE), Theresa White (AE)

Minutes

The minutes of the October 26, 2011 meetings were approved electronically on October 31, 2011.

Guest Reports

Dr. Jonathan Glenn, CIO

Dr. Glenn gave a report regarding the process of setting up a framework for technology decision making at UCA. UCIT (University Computing & Information Technology Committee) has been inactive for many years. Dr. Glenn would like to give the committee a broad yet effective charge as the entire campus is technologically supported. The 3 frameworks he is working toward are as follows.

- 1) Committee Structures – There needs to be a framework in place to get things accomplished. Decisions about technology are typically more complicated than just one committee can or should decide. Committees can be understood in a context of daily needs of the university. Structures need to be in place. The timeline estimated for this framework to be there and be adopted by all necessary people(s) is by the end of the fall 2011 semester.
- 2) Strategy Framework (often called the Campus Technology Plan at other universities) – This is a set of rules by which we decide what we want to do with technology on the university. The expected timeline for this framework is by the end of the 2012 calendar year.
- 3) Processes Framework – Processes need to be put in place to make application of above 2 frameworks effective. Estimated timeline for this framework will be over the next 1-2 years as the above two processes are being implemented.

Dr. Glenn assured us that staff and faculty will both have appropriate representation in the right places during the process of implementing these 3 frameworks.

Interim President Tom Courtway

The president's office is sponsoring two open house events at the president's home on December 8. The president's office is hosting a reception for staff senate and faculty senate members and their significant other on December 14 from 5:30-7:30.

Officers' Reports

President Winters

- *Thank you senators!* - Dr. Winters expressed her appreciate to senators for their service during this busy year.
- *HLC Report* – One section of the HLC report that affects staff is about shared governance. The staff senate is going to send out a survey with questions (some borrowed from faculty senate) for staff

regarding information for the HLC. This should be ready to go out either this Friday or the coming Monday. The results should address the HLC issues as well as help us as a group refocus on how these things are getting lost. One thing the HLC pointed out we should be doing better is in regards to diversity. We're not doing comparable work with other universities our size. This is a section the university is working on. President Winters' goals regarding this are to have consistent handbook verbiage for staff and faculty. Faculty senate already has a diversity committee and SGA recently established one. President Winters wants to establish a standing senate committee on diversity. Leslie Knox has already agreed to chair this committee. The committee will do research and recommend things to the administration. All staff need to be represented, therefore there will be 3 non-classified staff on the committee. One will be from administrative and two will be from the physical plant. President Winters wishes that each level will be represented effectively.

- *Spring Training* – She is in the process of scheduling a meeting with Graham Gillis to discuss his plans for supervisory and employee training and the plans for the spring training. President Winters plans to offer Staff Senate's assistance if needed.
- *Committee Form* – Once this form is fixed on the senate website, senators need to be completing the form to provide a written report after committee meetings (both staff senate and university committees). We would like to begin including these written reports in the minutes.

Vice President McBrayer

- *No Report*

Secretary Parish

- *Contact Form Requests*: Reported on issues submitted via the anonymous contact form since the last meeting and what action has been taken on each.

Treasurer Ashley-Pauley

- *No Report*

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Congratulations* – Tim Decker, marriage.
- *Thinking of You* – Beryline Temples, brother-in-law had heart surgery; Wendy Castro, husband very ill.
- *Get Well* – Tom Bertram, heart surgery; Carole Good, neck surgery; Vernessa Harvey, back surgery; Diana Burroughs, foot surgery.

Compensation Committee – Amber Hall

- Had 2nd meeting yesterday. Plan to meet every week in order to meet January 12, 2012 deadline to propose a 5 year compensation plan for staff.
- This week they reviewed classified salaries. Of the UCA classified staff, 57% are paid below base salary. They hope to propose to approve everyone hired in to start at base.
- Next week they plan to review non-classified salaries. The merit system is not currently being implemented and many classified staff don't even have annual evaluations.
- The staff is not competing with faculty salary monies.

Professional Development Committee – Senator Legate

- Award winners have been notified.

Staff Handbook Committee – President Winters

- Flow charts have been made for the current grievance process and are under review.
- Flow charts for the proposed changes to the process will be next on the agenda.
- Presentation will be prepared for the staff senate once this process is complete.

Employee of the Year/Quarter – Vice President McBrayer

- Nominations are currently being accepted for superior work during the current quarter.
- The committee will be meeting next week to discuss employee of the year guidelines.

Football Volunteers – Senator Faulkner

- In need of ushers due to people dropping out last minute.
- There is potential that UCA may be hosting a playoff game. If this is the case, we will be accepting volunteers for this last game as well.

Basketball Volunteers– Senator Parish

- First game is this Friday.
- Volunteer positions are full for all fall semester games except November 26, December 10, and December 30. Spring semester games still need many volunteers. Potential volunteers may call or email Vicki Parish.

Scholarship Committee – Senator Fant

- No report.

Special Events Committee – Senator Owens

- Funding reapproved with Interim President Tom Courtway.
- Meeting with Aramark head chef to plan menu.
- Tickets will be on sale November 16th.

Angel Bear Committee – Senator Lyon

- Applications are still available to be submitted to Senator Lula Tyus in the physical plant or to Senator Ashley Lyon in the housing office and are due November 16. These need to be filled out as specifically as possible.
- A food drive component has been added this year to help ease food costs for these families. The food drive will continue through the month of November.
- Adoptions will go out the week of Thanksgiving to allow people time to buy their gifts.

Door Prizes – Senator DeVault

- Toys-R-Us denied the grant we applied for. We are still waiting to hear back from Wal-Mart.
- Someone on campus may be donating a TV as the grand door prize.
- Available senators were given prizes to collect for donating businesses.

University Committee Reports

Employee Benefits Advisory Committee – Parliamentarian Childers

- Full report given in writing. See Appendix I.

Cost Containment Committee – Senator Owens

- There is now an agenda for the upcoming meetings.
- By recommendations, they are targeting where money is going how and if UCA can contain costs by some manner. They are always taking suggestions at their website (uca.edu/ru). All communication through the web form can be anonymous.
- The committee was reapproved in its mission.

Health & Wellness Promotion – President Winters

- Update given on employee wellness program. See Appendix II.
- President Winters is going to invite Ronnie Williams and/or Graham Gillis to next meeting to discuss the proposed changes in the employee wellness program.

Parking & Traffic Committee

- Dianne Newton has sent out potential meeting dates in an attempt to find an agreeable time to get the committee together as soon as possible. Process of convening is in the works.

SPARC – President Winters

- No report.

SEED Committee – Senator Lyon

- The green roof test at Laney has proven to not be cost effective.
- Bike rental program at HPER center going well. They want to add more bike lanes around campus and to the public roads surrounding campus.
- A private donor has donated \$25,000 over the course of 5 years to plant trees on campus. The plan is to host an arbor day program to kick off this tree planting initiative. Suggestions may be sent to Larry Lawrence.
- Hydration stations are going to be piloted across campus. Hank Phelps has agreed to install 2 in the student center. These stations are made to fill a water bottle with filtered water to encourage the UCA community to carry refillable bottles.
- Committee passed a resolution to encourage HPER expansion to use as much energy efficiency measures as possible.
- Discussion made on moving the memorial garden (where Bear Hall is being built now) to another official place.
- We have received a grant to develop walking trails, lighting, possibly an outdoor classroom, etc. along Stone Dam Creek. UCA plans to work with the City of Conway to develop this since the creek runs through both public areas and UCA.
- Another meeting planned for next month.

UCA Safety Committee

- Committee met. There will be another UCA Safe Walk on November 17. Safety concerns can be sent to the committee by email. Their webpage is uca.edu/mysafety.

Old Business

None.

New Business

Motion was made by President Winters to form a standing staff senate committee on diversity. Motion was seconded and adopted.

Motion was made by President Winters that we authorize \$300 to go to sponsoring the Veteran's Day activities on campus. Motion seconded. After discussion motion was rescinded.

Motion was made by President Winters that we authorize \$400 to go to sponsoring the Veteran's Day activities on campus. Motion seconded and adopted.

Good and Welfare

A professor had an accident on the stamped concrete and broke her ankle. Discussion was made over the safety of the sidewalks.

Adjournment

Meeting adjourned at 11:17 a.m. by President Winters. The next meeting will be November 30, 2011.

Minutes submitted by: Vicki Parish, Secretary

**Employee Benefits Advisory Committee
Report to Faculty Senate – November 1, 2011**

Chair: Dr. Victor Puleo
Committee Members: Martha Antolik
Mary Ann Campbell
Sylvia Childers
Lori Hudspeth
Doug Isanhart
Mary Jackson
Mark McMurtrey
Linda Musselman
Kerry Nichols
Graham Gillis

Meeting Dates: July 19, 2011
August 22, 2011
September 21, 2011
October 26, 2011

Completed Work:

Reviewed the Section 125 Request for Proposals (RFPs) and unanimously recommended to stay with Data Path. Key factors considered were very little pricing differences between RFPs, and the customer service and firm reputation of Data Path.

Reviewed the Vision RFPs and unanimously recommended changing to Superior Vision. Unlike with the previous vision plan, Superior Vision offers two competitively priced plan design options for employees to choose from based on employee preference, a base plan like we have now and an enhanced plan with additional features.

Unanimously approved recommending to Faculty Senate a name change for the FBAC to “Employee Benefits Advisory Committee”. Mr. Isanhart to present the recommendation to Faculty Senate.

Unanimously voted in favor of the proposed Health Plan Renewal for 2012. Key components include the following:

- 1. Accept the six-month renewal offer of a 9% premium rate increase which will result in a \$316,680 increase from January 1 through June 30, 2012. The entire increase will be absorbed by UCA and there will be no rate increase to the employee. The major rationale for UCA absorbing the increase because no salary increases were granted this year and the future for staff salary increases is uncertain. If UCA had passed the health rate increase to employees, the cost to UCA would have been \$209,008 since the UCA portion of the health premium is approximately 66%. Therefore, the additional amount required to keep from passing the cost on to employees is \$107,672. The funds for this increase will come from the UCA contingency fund.**

- 2. Change the health plan renewal for plan rate purposes to July 1 instead of January 1. The purpose of this change is to allow the health plan rate renewal to be conducted on a fiscal year basis which will make it more convenient for budgeting purposes. This will also apply to the dental plan.**
- 3. Conduct a Request for Qualifications (RFQ) for a health plan consultant. With all of the changes in the near future related to health care reform and the fact that the UCA health plan is a \$7 million plan, UCA believes it is prudent to have an outside health plan consultant to help us maintain a quality health plan for our employees at the lowest possible cost. The consultant will be charged with analyzing our health plan in terms of rate structure, plan design, and other factors related to health care reform along with reviewing UCA's total benefit package. The cost for this consultant will be built into the health plan premiums.**

Members recommended a "Resolution on Absorption of January 2012 Healthcare Premium Rate Increase" for Faculty Senate to consider in support and appreciation of UCA's Administration.

Reviewed and recommended approval of the Employee Benefits Consultant RFP – a key component of the Health Plan renewal of 2012.

Unfinished Business:

Discussed new committee charge by Faculty Senate to explore the feasibility of restoring retiree health benefits. Mr. Graham Gillis, VP Human Resources, committed to provide information to FBAC on what benefits had been available to retirees, how many retirees and current employees were affected by this decision, and why the decision was made. Committee is continuing its research into this matter.

Discussed benefits for PT employees. Tabled discussion as the committee anticipates additional information to be provided from the HR department.

Tentative schedule has been developed to review and select Employee Benefits Consultant. Should have new consultant under contract by January 2012.

Graham Gillis presented information regarding a partnership opportunity between UCA and Conway Regional and its new comprehensive wellness program. Graham is planning to meet with Conway Regional on Friday December 28, 2011. He will update the committee on progress made in developing this partnership. Graham has agreed to present any proposed partnership to Faculty Senate if progress is made on the wellness partnership. Committee waiting further information before making any recommendations.

On October 26th Mr. Jack Gillean, Mr. Ronnie Williams, Dr. Graham Gillis, Dr. Janet Wilson, Dr. Ernie Ness, Mr. John Fincher met at 9:00 for an update/recap on employee wellness programming.

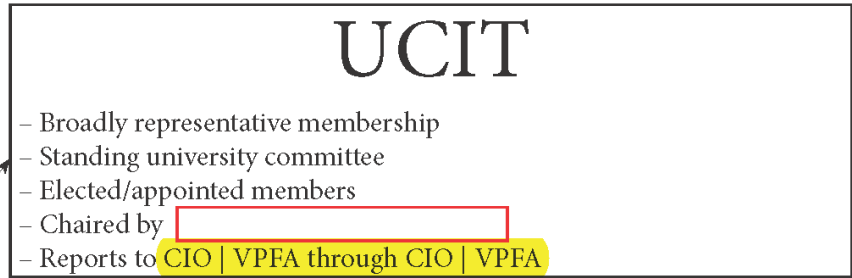
Mr. Williams started the meeting with a brief overview and recap. Sharing the benchmarking survey data against our peer institutions that began this discussion and the series of meetings over the last year to plan for employee wellness responsibilities to move out of the Division of Student Services. He concluded his remarks by again reaffirming the end of this academic year will be the end of Student Services involvement with the program.

Dr. Gillis then shared an update on the possibility of moving to an outside vendor with the help of the Conway Regional Medical Center. He began his comments by stating that he agrees the best-case scenario is for employee wellness programs to be housed out of Human Resources, but that right now they are not in a place with staff or organization to facilitate a program. Therefore looking to move to an outside vendor will provide us an opportunity to offer our employees the best possible program.

Most recent information about outside vendor:

- Dr. Gillis spoke with a representative the day before to get the most up-to-date information.
- Hospital has hired a vendor, TressleTree, they are an Arkansas company based out of Springdale. Their program is a Behavior Change and Healthcare Coaching Model.
- The current companies exploring involvement: Nabholz, ConwayCorp, City of Conway, Hospital, UCA.
- The hospital will begin a pilot program with their employees on March 1st. The delay in launching the pilot program is because of unrelated computer system updates the hospital is undergoing.
- Dr. Gillis will meet in the next month to discuss pricing and package information. UCA has a minimum \$50,000 that is used for Shape Up to put toward the program.
- The plan and goal is still for UCA to begin a relationship with the vendor at the beginning of the next fiscal year. Obviously barring all required Board approvals.

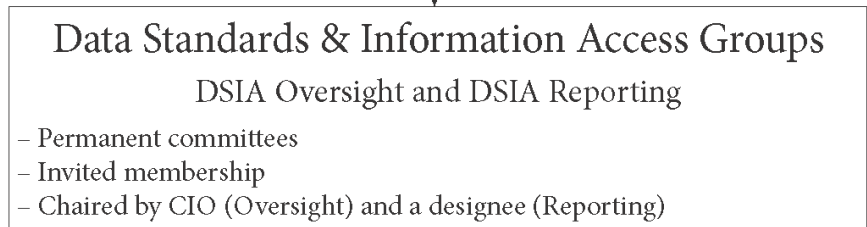
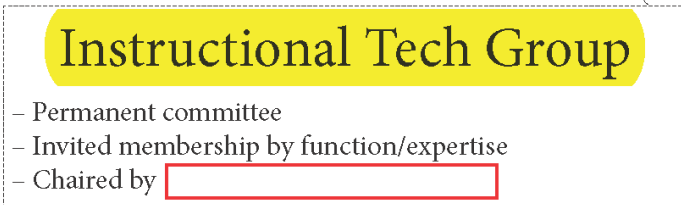
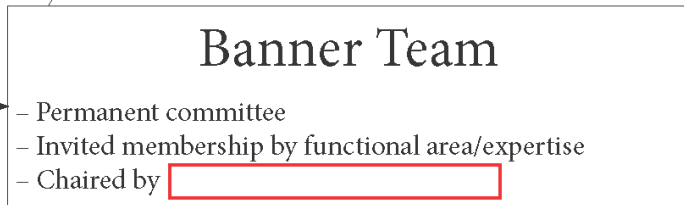
Campus Advisory Group



UCIT responsibilities:

- Campus technology planning, monitoring implementation of plan
- Rating/ranking proposals from a sector working group or from another campus constituent
- Advising the CIO on technology plan implementation and project proposals and in other ways as needed

“Sector” Working Groups



Working Draft, Fall 2011