



UNIVERSITY OF  
**CENTRAL  
ARKANSAS™**

STAFF  
SENATE

**Regular Meeting Agenda**  
**Wednesday, July 10, 2019**  
**Wingo 315**

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**Senators Present:** Amanda Smallwood, Angela Haynie, Ashley Isom, Ashton Hankins, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Jason Davis, Jenna Davidson, Jennifer Day, Kimberly Klotz, Kim Newman, Kristin Jetts, Kyana Smith, Lesley Graybeal, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Thomas McDaniel, Veneta Frick and William Baker.

**Senators Absent:** Angela Jackson, Beth Adair, Hunter Roberts, Jason Cole, and Tachia Awbrey.

- I. Call to Order**
- II. Acknowledgment of that the June 12, 2019 meeting minutes were approved electronically (minutes were approved via email).**
- III. Guests**
  - A. President Davis, University of Central Arkansas
    1. President Davis congratulated the new 2019-2020 Senators.
    2. President Davis welcomed Trevor Seifert who will begin serving as Interim CIO of IT. Trevor joined the IT Division one year ago to establish the first enterprise-level Project Management Office at UCA. Trevor led the Network Refresh and Fiber Optic Replacement Project, which was the largest technology project at UCA in many years. Additionally, Trevor chaired the LMS evaluation and RFP process and took responsibility for leading the following key projects during his first year: StarRez, Terra Dotta, COB Student Collaboration Projects, Ellucian Ethos Migration, Banner Workflow, Perceptive Content, VOIP and TeamDynamix.
    3. The conversations about the library sign are still continuing on campus. President Davis appreciates the input from the UCA community regarding UCA's commitment to diversity. The forum discussion about the sign held on campus was a great place to have open conversation, and President

Davis was glad that the UCA community was able to share their ideas and opinions openly through the use of the anonymous cards. The university's administration will continue to work with the UCA community and PRISM to identify priorities moving forward. President Davis encourages the campus community to be involved in PRISM events. There is a proposal in the works to provide the library with an electronic marquee to share information.

4. An enrollment update was shared; enrollment is flat and is consistent with last year's numbers. There are approximately 2,000 freshman coming to UCA this fall. Returning student numbers are up, transfers are slightly down, and graduate student numbers are slightly down. Schools across the state are also experiencing flat enrollment or declining enrollment. Two-year schools across the state are down approximately 25%. The overall UCA budget is down 125 FTE (approximately 1.25 million dollars). The 1% COLA was passed in July. The other 1% COLA for the end of the year is budgeted but will need to be reviewed based on the budget.
5. Convocation for faculty and staff will be held on August 21.
6. In 2019-2020 President Davis plans to reboot the UCA strategic plan. The new strategic plan will focus on student success priorities. What are the things we are really committed to as a university? What are our "grand challenges" we need to meet? We will have important conversations about what we value most as a university.
7. President Davis is discussing with the board about a retirement incentive program.

#### B. Trevor Seifert, IT

1. IT is currently working on the university's new phone system. Please let Trevor or the IT staff know if there is anything they can do to help your department during this transition.
  - a) There is no date set for when the new system will be installed, but the hope is to have the new system in place by the end of 2019. The university is already receiving the benefit of the cost savings the new system will provide even though it is not yet in place.

- b) IT is gathering the information it will need to make the transition as smooth as possible. They are working closely with Windstream through this process.
- c) Benefits of the new phone system include: your voicemail messages will be sent to your email, you can set your phone to twin so your calls go to your cell phone (but the voicemail will go back to your office phone), and other amenities.
- d) Key personnel on campus will be trained to help departments learn the new system.
- e) Paige Dutton will be the administrator of the new system.
- f) IT will work through any issues that arise with the new copier system and faxing capabilities. If you have questions, please contact IT.

#### **IV. Officer Reports**

##### **A. President, Kim Klotz**

1. During the new Staff Senate transition, if you need access to the Google Drive or documents as a committee chair, please let a member of the executive committee know.
2. President Klotz shared a thank you from a constituent who was an emergency fund recipient.
3. Staff Senators were recognized for completing the 2018-2019 term and new Staff Senators received orientation at the retreat in June. Any senators who missed retreat should see President Klotz.
4. Constituent Concern: the heater situation. A message from Nelson Landers, the Environmental Health and Safety Manager, was shared via email. You can read the message below:
  - a) “The State of Arkansas Insurance division Loss Prevention makes Building Inspection every 3 to 5 years on campus. The Loss prevention inspector is currently inspecting our campus. The Inspector is looking for safety issues with the building and potential fire hazards as he inspects every building on campus. Our concern is that paper or combustible items under desks could cover

up electrical cords or heat producing devices, which would heat the cord up and cause a potential fire. We would like to ask you to help us with this matter and encourage staff members to reduce the combustible material that might come in contact with electrical cords or heat-producing devices. You had asked when we should have all of the heaters retired by, August 15, 2019. If Staff members are cold in there work areas we encourage work orders to be created to look at any possible troubles in the HVAC system. This allows the HVAC team to try to repair or make changes to the system in the building if needed to help warm the area. We have various ages of heating and cooling equipment on campus that comes with the ages of the buildings. For example some buildings use a two pipe system for the building. In this system you can have heating or cooling but not both. Small adjustments may have to be made to the systems in these buildings. But if this doesn't work a renovation of the system may need to be done. This had to be done in Laney-Manion Hall, where we spent 500,000 on the renovation of the HVAC system. When a building gets to this point it will have to be evaluated and based on the available funding, changes can be made to that building. In the four pipe systems which has either heating or cooling for the office. We are able to temper the air with heat from the system to achieve the desired temperature. These systems also have parts that could break or need to be repaired from time to time. Please let us help the staff with any heating or cooling problems that arise on campus. Other office areas may have multiple rooms on a single thermostat. This was done when the building was being built by the design of the building. In these cases we would need to work with the Building Administrator or Department chair to set a temperature for that situation. The Physical Plant doesn't set the temperature for each office or work area. The thermostat has a range on it from 68-75 degrees. We allow staff to set their thermostat to the desired temperature. Any where we can raise the thermostats in a building to save energy we will be willing to help. We just need to contact our Control Shop department in the Physical Plant and they can make these changes to the HVAC system. Also we encourage the use of a light jacket or a non-powered blanket for staff that are

cold. Hopefully this will help in answering questions about the heater policy.”

5. Constituent concern: library sign. President Davis addressed this issue at the beginning of the Senate meeting and at the forum held on campus. There will be another training for executive committee members of Staff Senate, Faculty Senate, and the Student Government Association to continue the conversation on campus entitled “How to Have Difficult Conversations” held this fall.

B. Vice President, Steven Shook

1. Vice President Shook will send out an email soon about committee selection. Reminder that basketball, football and Reynolds committee chairs will not be required to serve on any additional committees. There will be a new University Committee for the MLK Breakfast.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Carlos Herrera

1. The budget for the 2019-2020 fiscal year will be shared soon. An email to committee chairs to share their committee budget for the upcoming year will be sent out when assignments are made.

E. Parliamentarian/Historian, Tachia Awbrey

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

**V. Senate Committee Reports**

A. Employee Recognition Committee

1. Congratulations to Candace Fisher on being named EOQ Quarter 4!
2. Bear Bucks can no longer be awarded to employees, with the exception of Wellness Bucks. Beginning in FY20, EOQ winners will receive a monetary award on their paycheck, which will be taxed.

B. Courtesy Committee

1. Four cards were sent.
2. One card needs to be sent.

VI. **University Committee Reports**

A. Council of Student Success Committee

1. The committee discussed the following: approval of the May 16 minutes, discussion on Council and sub-council membership, and Provost Poulter showed a powerpoint presentation on Enrollment trends and related statistics from EAB.

VII. **Old Business**

- A. No report.

VIII. **New Business**

- A. No report.

IX. **Good and Welfare**

- A. Senator Peterson: Transfer Services is now its own department.
- B. Senator Gayfield: Sonic orders there are coupons for free bowling and the library is currently being renovated.
- C. Senator Fricks: There are positions open in Residence Life. Learn more [here](#).
- D. Senator Watson: There are open positions in Outreach. Learn more [here](#).
- E. Senator Hammond: There is an opening at the HPER. The new ropes course will be open by the time school starts back. It is open to use by campus and the community.
- F. President Klotz: Young Alumni Summer Meet Up will be at the Rail Yard in Little Rock on July 25.

X. **Adjournment**