



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

STAFF
SENATE

Regular Meeting Agenda
Wednesday, August 28, 2019
Wingo 315

Senators Present: Angela Haynie, Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, , Jason Cole, Jason Davis, Jennifer Day, Kimberly Klotz, Kristin Jetts, Kyana Smith, Lesley Graybeal, Melanie Watson, Richard Hammond, Shelby Fiegel, Steven Shook, Tabitha Hasson, Tachia Awbrey, Thomas McDaniel, William Baker and Veneta Fricks.

Senators Absent: Hunter Roberts, Jenna Davidson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, and Susan Peterson.

- I. Call to Order**
- II. Acknowledgment of that the August 14, 2019 meeting minutes were approved electronically (minutes were approved via email).**
- III. The meeting was suspended for guests. President Klotz made the motion and Senator Watson seconded.**
 - A. Bridgette Thorntonberry, HR
 1. Shared information about the new pay plan. All of higher education moved from being managed by the state Office of Personnel Management (OPM) for classified staff. Non-classified staff have always been under the Arkansas Department of Higher Education (ADHE). Universities across the state wanted all staff to be under ADHE and were successful in doing so. The only thing OPM is now responsible for is leave policies. With that move, all higher education institutions worked together on a new pay plan. The committee made recommendations and came together as one to agree on one plan. No extra funding was provided by the legislature for the new pay plan. Therefore, everyone had to be able to fund what was under the new pay plan under ADHE. They will continue working on the plan even though a new pay plan has been established.

2. All institutions agreed on moving salaries to accommodate minimum wage. This move was done effective July 1. On July 1, a 1% COLA was given to all other UCA employees.
3. Another change instituted is that there used to be a pool of administrative assistants (certain number of admin I, II, and III), but now there is flexibility on amount of admin I, II, and III. The number of administrative assistants across campus is still capped. This also applies to other areas on campus such as certain Physical Plant, Police Department and Fiscal Support employees.
4. If you want to higher someone at a higher rate (because of experience/education/etc) you are now able to flex the salary at up to 15% (for classified staff only since there is already flexibility for non-classified staff). This change only applies to new hires and must be able to be accommodated by your department's budget. All paperwork must be submitted, it must go to the board for approval, but this process does not take as long because it does not need to be approved before the salary is changed. This process is called an "exceptional hire."
5. The minimum wage will continue to go up in 2021 so the group of higher education officials from across the state will come back together to make a plan.
6. Question: when will current employees' salaries be looked at?
Thorntonberry shared that is a goal, but will take time. Many changes to salaries would involve budget adjustments and many changes must be approved by the legislature.
7. Question: Is that 15% available to someone who works for UCA and moving to a new position at UCA? Thorntonberry shared that yes, it would apply in that situation.
8. Question: will there be an assessment of what people do versus what their job description say? Gap in equity pay issue; is there an opportunity to identify people who should be reclassified? Thorntonberry shared that there is not something currently in process to do that, but if you think there is an issue with what is posted and what actually needs to be done in a position, please reach out to your hiring manager. There is a form on the Human Resources website called "position classification error." Please

submit the form to Bridgette Thorntonberry and she will look at it (only use this form if you think you are not classified correctly).

B. Susan Sobel, Counseling Center

1. The Counseling Center is transitioning faculty and staff clients to utilize the new Employee Assistance Program (EAP) for counseling services. It has been a practice in the past for the Counseling Center to serve all of campus, but President Davis requested review of the Center. There is a significant wait time to see a counselor. President Davis requested that research be done on norms across the state, and it was discovered that UCA is the only university to serve faculty and staff through an on-campus Counseling Center. President Davis wanted the Counseling Center to be completely student focused and to serve students' needs.
2. Faculty and staff will now be able to utilize the EAP for counseling services and those services will be more broad. The Counseling Center will still transition current clients to the new point of service, but will not take new faculty and staff clients. Services will still be offered to faculty and staff relating to crisis intervention and outreach programming. If a faculty or staff employee is taking a class, they are considered a student and can use the Counseling Center's services.

C. Dr. Alicia Landry

1. You can find more information about the EAP here:
<https://uca.edu/bewell/employee-assistance-program/>
2. Every other major institution had an EAP so UCA wanted to develop their own. The EAP will provide a variety of programs and assistance. If you are an employee, even if you are not on the UCA health plan, you can still use the EAP program. You must be a benefits eligible employee. If there is a part time employee that needs assistance, please reach out to Dr. Landry to discuss. This will expand options for faculty and staff. This move is seen as a very important step to support employees and focus on mental health.
3. Upcoming Be Well sessions will focus on mental health.. Be Well does not have information about who uses the EAP program; it will only get a yearly aggregated reported so using the program is completely

confidential. The EAP will work with you individually to come up with a plan that fits your unique needs.

4. Dr. Landry also shared information about how to push people to urgent care vs. the emergency room. If you use ER like primary care, it may not cost you much, but it costs the university (employees) a lot.
5. There was discussion about the Be Well program's health insurance discount. Reminder: if you do not score 75 or above on biometric test, or do not improve by 5 points, you can still work with HealthCheck 360 to identify alternative options to get the full \$30 discount. Otherwise it is a \$20 discount. You can contact Dr. Landry for more information.

IV. Officer Reports

A. President, Kim Klotz

1. September 12 is the next Campus Talk during x-period. An email will come out soon. Topics will cover: budget, retirement incentive program, and the short hiring freeze.
2. Concerning parking, there was an email came out about new parking updates and further lot closings. Donna Murphey sent out the email.
3. The Employee handbook has been updated and is on the Staff Senate website.

B. Vice President, Steven Shook

1. Staff Senate Committees and University Committees have been assigned.
2. Christy Horpedahl will fill the vacancy on Staff Senate.
3. Football and Reynolds Committees still need a member on each.

C. Treasurer Carlos Herrera

1. Thanks to everyone for submitting their budget requests. Treasurer Herrera is still waiting on Employee Recognition and Winterfeast, but will have an update at the next meeting.

D. Secretary, Shelby Fiegel

1. No report.

E. Parliamentarian/Historian, Tachia Awbrey

1. No report

F. Ex Efficio, Lesley Graybeal

1. No report

V. Senate Committee Reports

A. Courtesy Committee

1. No cards to send.

B. Emergency Fund and Angel Bear Committee

1. Will send out an email soon to committee members.

C. Reynolds Committee

1. Still have a few spots available to volunteer. Reminder you can stay and watch the whole show even if you are just volunteering until the beginning of a show.

D. Football Committee

1. Sign up to volunteer [here](#).

E. Employee Recognition

1. The committee will discuss changes as a committee based on the available budget.

VI. University Committee Reports

A. Council for Student Success Committee

1. Met and voted on name change; there are less people on the committee. The Staff Senate President is a rotating seat.

VII. Campus Updates

A. Senator Watson: Outreach fall booklet is now available. Faculty and staff qualify for 50% off some classes. Sign up today!

B. Senator Hammond: Grand opening for ropes course is on Tuesday starting at 1:30 p.m. There will be a ribbon cutting, speeches, and attendees will be able to use the

ropes course! Dress appropriately; must have closed toed shoes, need to wear pants, and dress comfortable. You must sign a waiver; if you are under 18 you can participate but you must have a parent there to sign for you.

- C. Senator Adair: Advancement has four positions open.
- D. Senator Baker: His office is looking for a student worker. Please share with interested students.
- E. Senator Jetts: The Office of Student Wellness and Development and the Wellness Ambassadors are hosting a Sexual Health Fair on September 18th from 10:00-2:00 in the Student Center Ballroom. All aspects of student health and wellness are important including sexual health. The office recognizes that students need access to information, services, and community resources in order to make informed decisions about their own sexual health. Vendors will provide information on STD/STIs, men and women's reproductive health, and mental health as it relates to sexual health. At the fair there will be a presentation on sexual health and the LGBTQ+ community starting at 11:30. Snacks and freebies will be provided.
- F. President Klotz: UCA Inform will send out major email updates to campus. There is a form on UMACs website to submit information to go on UCA Inform. This does not replace faculty/staff emails to campus or UCA NET. It is simply a funnel for information just for faculty/staff.

VIII. **Old Business**

- A. No report.

IX. **New Business**

- A. Constituent Concern: Has the Admissions Welcome Center affected visitor spots for Admissions in their parking lot? President Klotz will see what will be done with those spaces.
- B. Constituent Concern: Raised Ink Apparel issues. Purchasing has form to fill out about any issues. Use this form [here](#). Instructions are [here](#).
- C. There was a motion limit Staff Senate meetings to two guest speakers. Parliamentarian/Historian Awbrey motioned and Senator Littleton seconded. The motion passed.

X. **Good and Welfare**

- A. Secretary Fiegel: Secretary Fiegel is the new Director of the Center for Community and Economic Development. CCED is looking for a new Assistant Director.
- B. Senator Watson: Outreach has an opening for their Community Education position.

XI. Adjournment

- A. Senator Littleton motioned to adjourn and Treasurer Herrera seconded the motion.