



UNIVERSITY OF  
**CENTRAL  
ARKANSAS™**

STAFF  
SENATE

## **May 27, 2020 Meeting Minutes**

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**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, Kimberly Klotz, Kristin Jetts, Henry Smiley, Hunter Roberts, Lesley Graybeal, Melanie Watson, Michael Hopper, Nadia Eslinger, Paul Dielmann, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Thomas McDaniel, and William Baker

**Senators Absent:** Jennifer Day, Jenna Davidson, Kyana Smith, Natalie Shock, Tachia Awbrey, and Veneta Fricks

### **I. Call to Order**

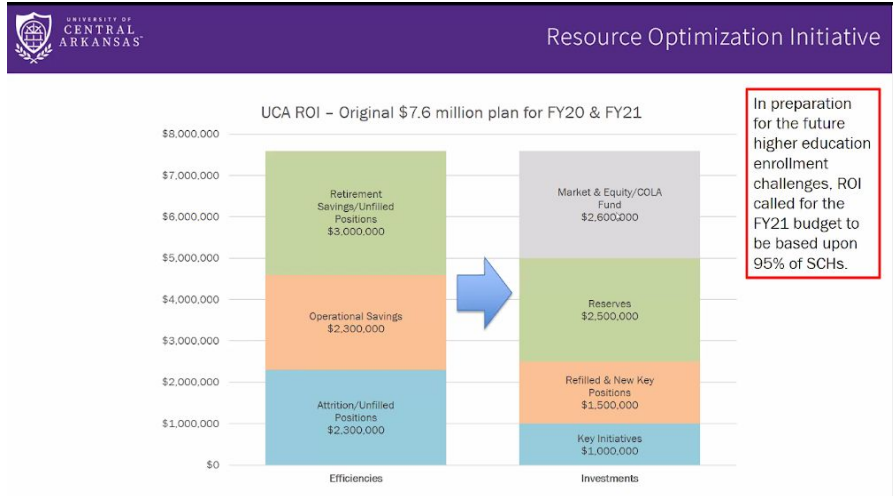
- A. President Klotz called the Staff Senate to order at 10:00 a.m. on Zoom.

### **II. Approval of May 13, 2020 Meeting Minutes**

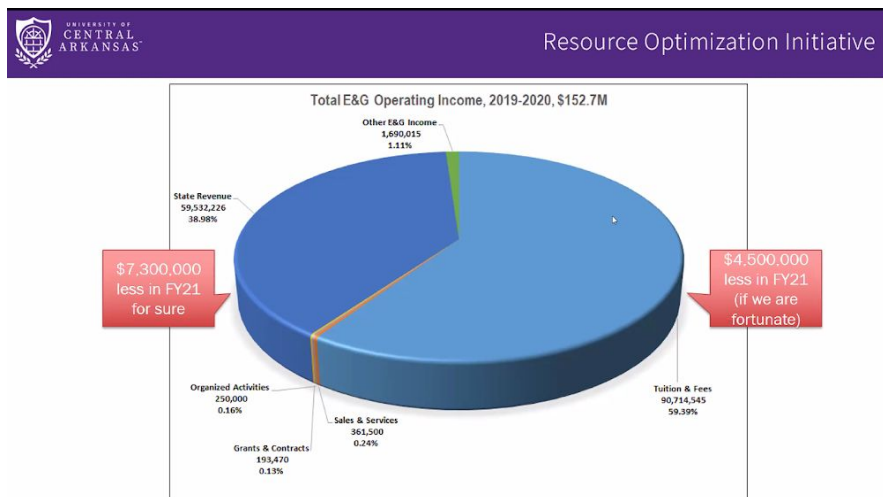
- A. The minutes from the May 13, 2020 meeting were reviewed via email. The minutes were approved.

### **III. Guests, President Davis**

- A. Budget - ROI (Resource Optimization Initiative) in a New Context:
  - 1. ROI is important to ensure that UCA remains a choice university and positioned to fulfill our mission and thrive during an era of uncertainty for public and private universities and colleges.
  - 2. All of higher education will be facing an enrollment dip in the upcoming years; therefore ROI called for the FY21 budget to be based upon 95% of SCHs. COVID-19 accelerated decision making that would have been facing higher education in the future. Please see charts below discussed:



a)



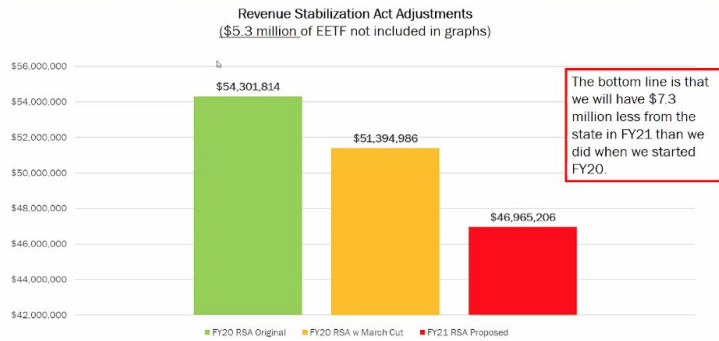
b)

3. On March 23, all higher education institutions were asked to cut \$43.2 million (4.37%) from the collective, current year appropriations. These cuts are most likely permanent for FY21.

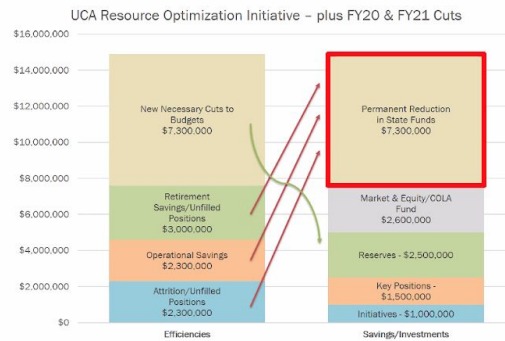
a) UCA cut the current year's budget by \$2.9 million (3.75%).

4. On April 11, all higher education institutions received word that the forecasted economic impact of COVID-19 was going to require a cut of **\$107.8 million (14.3%)** for FY21 compared to the collective revised FY20 baseline.

a) UCA's cut is **\$7.3 million (13.5%)** to our "A" budget for FY21 with the cut spread to B, C, and D with no guarantee to receive any of those B, C, and D distributions.

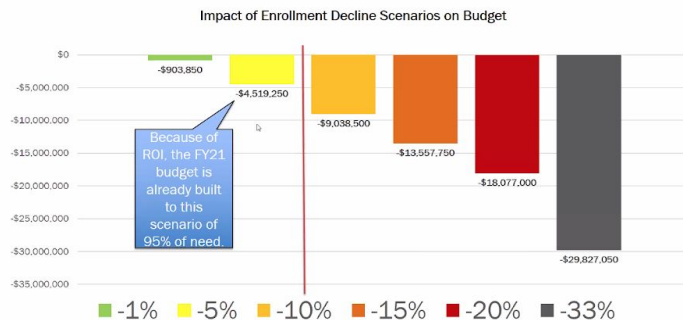


b)



c)

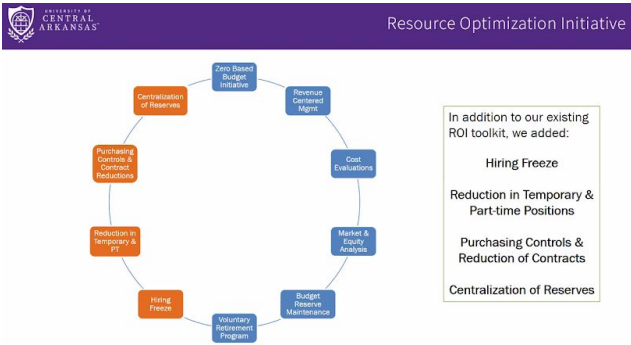
- Our goal is to build on our reserves so we can support our campus.
- What will different enrollment scenarios do to our budget? Please see chart below:



a)

- Question: are you confident we will not face furloughs? President Davis responded that we have good financial standing and he feels

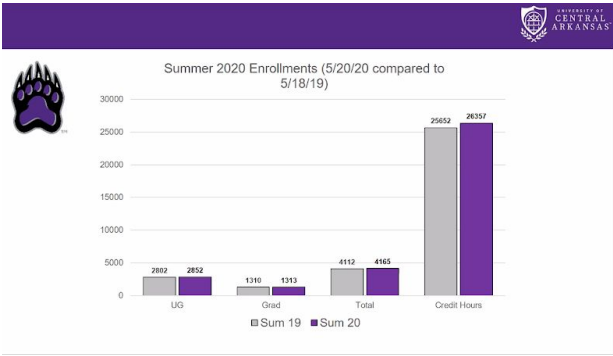
confident we will have no budgetary issues. We will not have to touch our reserves.



7. \_\_\_\_\_

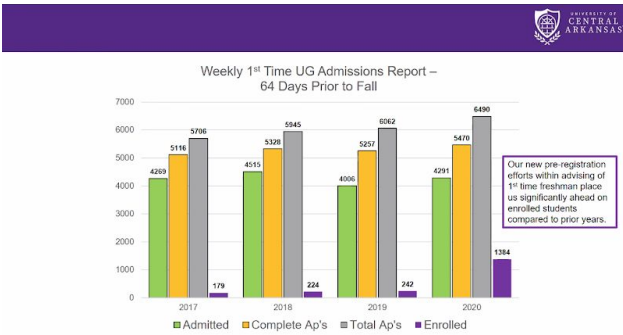
8. Chart.

9. Summer 2020 Enrollment:



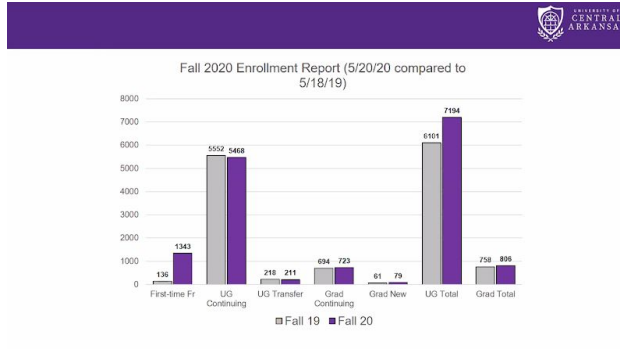
a) \_\_\_\_\_

10. Admissions report:



a) \_\_\_\_\_

11. Fall 2020 enrollment report:



a)

## 12. Encouraging signs for the future:

- Early housing numbers show that 3,649 to 3,717 beds are reserved (98.2% of capacity).
- The *New Bear Central* online orientation registrants stand at 1,537
- 77.6% of our fall 2019 freshmen have registered to return in fall 2020. This is a 2.5% increase to the prior year and the highest at this point on record.
- Confidence born of the spring semester and how our UCA faculty, staff, and students handled the COVID-19 transition.

## B. COVID-19 Updates:

### 1. Current status of planning for instructional delivery:

#### a) Summer term:


- All UCA classes will be online for May Intersession, Summer I, and Summer II.

#### b) Fall term:

- Classes for fall will begin August 20, 2020 regardless of instructional mode.
- While final decisions have not been made regarding our mode of operation for fall semester and will not be made until we have more information regarding state physical distancing requirements and COVID-19 conditions, the university is planning for several scenarios including:

- (a) Opening for the fall semester normal schedule with contingencies to transition to online if required.
  - (b) Maximizing face to face time prior to traditional flu season and plan to move to remote after November 15 with no return to campus until after MLK Day in January.
  - (c) Building a contingency plan to conduct the entire fall semester online.
- c) Pandemic planning and response team:
- (1) Ensure the UCA Pandemic Committee work stays in sync with the Higher Education Work Group of the Governor's Economic Recovery Task Force (weekly).
  - (2) Mirror protocol and guidance from Arkansas Department of Health on signage, self-screening, face coverings, temperature checks, etc.
- d) Other working groups and their charges:

(1)




**Test, Trace, & Isolate Working Group Charge**  
 The Test, Trace & Isolate Working Group is responsible for identifying COVID-19 testing options for UCA employees and students, developing protocols for tracing contacts for exposure, and working collaboratively with the Office of Housing and Residence Life, Human Resources and Risk Management, and the Physical Plant to quarantine individuals that are suspected or proven to have COVID-19.

**Academic Planning Working Group Charge**  
 The Academic Planning Working Group will finalize dates for the academic calendar, address issues related to hybrid scheduling, determine appropriate social distancing practices within classroom settings, determine policies related to grade forgiveness and academic probation, and prepare faculty and all student support units for remote instruction and service delivery should face-to-face classroom instruction be cancelled.

**CARES Act Working Group Charge**  
 The CARES Act Working Group will identify appropriate expenditures that can be made using CARES Act funding, disburse funds to appropriate student accounts, and ensure compliance with all federal requirements.


(2)



**Quarantine and Isolation Housing Working Group Charge**  
 This group will add to the previously used university houses on Farris, Elizabeth, Mitchell, and Donaghey as well as the Georgetown Duplex Units. In particular, this group will make the preparations for Carmichael Hall being held in its whole for any needs related to quarantine and isolation.

**International Engagement Working Group Charge**  
 The International Engagement Working Group will identify and resolve any issues related to returning international students during fall 2020.

**Physical Distancing Working Group Charge**  
 The Physical Distancing Working Group is charged with developing physical distancing guidelines for high-traffic areas of campus (HPER Center, Student Center, Torreyson Library, etc.), developing appropriate signage related to personal hygiene and physical distancing, and recommending physical changes and protocols for limiting the potential for the spread of COVID-19.



**PPE Working Group Charge**  
 The PPE Working Group will assess the on-campus needs for personal protective equipment (PPE), secure cost estimates from vendors, and purchase adequate PPE for students, faculty, and staff.

**Technology Access Working Group Charge**  
 The Technology Access Working Group is charged with identifying and procuring the needed equipment for students and faculty in order to successfully support a hybrid or remote learning and working environment. This group should consult with the Office of Purchasing and the VPFA regarding all expenditures.

The Pandemic Planning and Response Team has been meeting weekly since early March and will continue well into this next academic year. Each working group involves a core group of participants (approximately 70 people directly involved in the 11 groups) and will be adding members based upon roles and functions. All working groups have a primary point of contact that reports back to the overall planning team on a weekly basis.

(3)

2. Supervisor training videos are available; if you are a supervisor, please watch those videos.

C. The CDC released guidelines for higher education institutions. You can find them here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

D. Questions:

1. Have you gotten any indication about when we may expect guidance from the state on higher education guidelines/expectations? Or do you think they will leave it up to individual institutions? Answer: President Davis believes that higher education institutions will be asked to follow CDC guidelines, but may receive some additional guidance from the Governor.
2. Will the university be in sync with decisions regarding public schools? Answer: President Davis knows that public schools serve as an important piece of our community's families scheduling. If schools do not come back in the fall, we will address that issue when we get there.
3. Will Division I sports be active in the fall? Answer: President Davis shared that will be up to the NCAA and they are expected to follow NFL guidelines.
4. Will students from out of state be required to be quarantined when coming back to campus this fall? Answer: President Davis said they will not.

## IV. Officer Reports

A. President, Kim Klotz

1. Senator Littleton motioned to move the Staff Senate agenda online and move straight to elections. Senator Smiley seconded. The motion carried.

B. Vice President, Steven Shook

1. Staff Senate elections will be announced via email. Notification of the election results were announced as follows:
  - a) President (previous Vice President): Steven Shook
  - b) Vice President (President-Elect): Nadia Eslinger
  - c) Secretary: Ashton Hankins
  - d) Treasurer: Carlos Herrera
  - e) Parliamentarian: Elizabeth Gayfield

C. Secretary, Shelby Fiegel

1. The minutes will be sent out via email for approval.

D. Treasurer, Carlos Herrera

1. Purchase Orders were created for polos and name tags for new Staff Senators.
2. From the Staff Grant in the Foundation, one request has been submitted and we are currently waiting on invoices for the other two requests to submit.
3. Staff Senate still needs to order end-of-year plaques (we are waiting to hear back from the vendor).
  - a) Waiting on results for Staff Senate awards.

E. Parliamentarian/Historian, Nadia Eslinger

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

**V. Senate Committee Report/Highlights**

- A. No report.

**VI. University Committee Reports**

- A. No report.



## **VII. Campus Q&A**

- A. No report.

## **VIII. Constituent Concerns**

- A. No report.

## **IX. Old Business**

- A. No report.

## **X. New Business**

- A. Vice President Steven Shook coordinated the Staff Senate Elections. The elections were as follows:

- 1. Parliamentarian/Historian:

- a) Elizabeth Gayfield
    - b) Dierre Littleton

- 2. Treasurer:

- a) Carlos Herrera
    - b) Ashley Isom
    - c) Angela Jackson

- 3. Vice President

- a) Nadia Eslinger
    - b) Jason Davis
    - c) Richard Hammond

- 4. Secretary

- a) Ashton Hakins

- 5. Election results were announced via email, the 2020-2021 Staff Senate Executive Committee is as follows:

- a) President: Steven Shook

- b) Vice President: Nadia Eslinger
- c) Treasurer: Carlos Herrera
- d) Secretary: Ashton Hankins
- e) Parliamentarian/Historian: Elizabeth Gayfield

## **XI. Good and Welfare**

- A. No report.

## **XII. Adjournment**

- A. Senator Gayfield motioned to adjourn and Senator Littleton seconded. Motion carried.