



**July 29, 2020**

## **Meeting Minutes**

---

**Senators Present:** Angela Haynie, Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Gunnar Bartlett, Henry Smiley, Hunter Roberts, Julia Robison, Kyana Smith, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Taylor Ingram, Thomas McDaniel

**Senators Absent:** Garth Clayborn, Jason Cole, Jason Davis, Jennifer Day, Kimberly Klotz, Kristin Jetts, Paul Dielmann, Shad Foley, Tabitha Hasson

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

- A. President Shook called the Staff Senate to order at 10:01 a.m. on Zoom.

### **II. Approval of July 8, 2020 Meeting Minutes**

- A. The minutes from the July 8, 2020 meeting were reviewed via email and approved electronically.

### **III. Guests, Kevin Carter**

- A. President Shook introduced this meeting's guest, Kevin Carter who is the University Construction Manager.
- B. The University has several construction projects in progress with several mid-sized projects scheduled to end soon.
  - 1. Greek Village II is set to be completed within the next week. This project includes three fraternity houses and the NPHC building. It will be ready for the Fall semester.
  - 2. Carmichael Hall is currently under construction. It was originally to be completed as a yearlong project, but it was fast-tracked to be completed

this summer for the Fall semester. The community bathrooms were converted to single occupancy, and the HVAC system was replaced.

3. Buffalo Hall has been under construction to add a wing to the Farris side of the building. It will be additional office space for the UCA Foundation and Advancement. There will also be a courtyard that can be used for alumni events. Construction is scheduled to be completed in September.
  4. An above ground storm shelter is being built at Bear Village with funding from a FEMA grant. The occupancy should be around 550 people. It will also operate as a mixed use facility for student events when not in use. The shelter will automatically unlock when the tornado sirens are activated and can be used by the community as well.
  5. Lewis Science Center Annex is being built. It is a 7000 sq ft addition with 4 large lab classrooms and connects to Lewis Science Center. It is scheduled to be finished around the first of September.
  6. The Integrated Health Sciences Building remains under construction. It will be an 80,000 sq ft building that will house Nursing, Physical Therapy, Speech Pathology, Occupational Therapy, Counseling, etc. The first floor will be a clinic space. It is scheduled to be finished March 2021.
  7. Windgate Center for Fine and Performing Arts is about to start. Bids will open next week, and it is scheduled to start the last week of August. The building is right around 100,000 sq ft with a concert, hall, black box theater, and space for all of the various fine art departments. It is expected to be almost a two-year project.
  8. Additionally, the Prince Center and State Hall are getting new roofs.
- C. Parking: A number of University-owned houses have been demolished, and gravel lots have been added in their place (Western, Augusta, South, Baridon, Bruce). Gravel is being used right now as they go in quickly. [Updated Campus Map with New Parking](#)
- D. The City of Conway has started work on the Donaghey Avenue Project. The University is trying to get as much information as possible about their construction, but that's been somewhat difficult since it is an outside project and due to COVID.

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

- A. President, Steven Shook

1. Dr. Randy Pastor with Student Health will be meeting with Staff Senate on August 5th at 10am on Zoom. If senators cannot attend, they are encouraged to send in any questions they may have for Dr. Pastor.
2. The Staff Senate Retreat will be held on August 12th from 9:00 am to 11:00 am on Zoom. Awards will be at 10:30am for the 2019-2020 Staff Senate.
3. A Board of Trustees meeting will be held on August 14, 2020. It will be offered both on Zoom and in-person, but capacity will be limited in-person.
4. Faculty/Staff Convocation will be held on August 19, 2020 from 9:00 am to 11:00am. It will be offered both virtually on Zoom and in-person at Reynolds with social distancing guidelines in place.
5. The BearsCare Call Campaign is ongoing. They are still looking for volunteers to make calls to students. Please let President Shook know if you would like to volunteer.
6. UCA Outreach is seeking volunteers to assist with commencement. There will be two ceremonies: Aug. 7 at 7:30 pm for graduate students and Aug. 8 at 10:00 am for undergraduate students. Social distancing guidelines will be followed. If you are interested in volunteering, please complete the [Volunteers for Summer Commencement 2020 form](#).
7. President Shook shared UCA's current enrollment numbers provided by Dr. Kevin Thomas. Fall enrollment is currently down 318 students or a total decrease of 3.4% from last year. UCA is still within the 5% loss that President Davis and UCA have budgeted for this year. In good news, UCA's summer enrollment was up by 641 students compared to last summer.

B. Vice President, Nadia Eslinger

1. All senators should have received the Committee Interest Form via email, but Vice President Eslinger also shared it again during the meeting. Senators are asked to complete the form by the end of day on July 29, 2020.

C. Treasurer, Carlos Herrera

1. A purchase order was created for Aramark for the fiscal year in case it is needed. Once Staff Senate committees are finalized, Treasurer Herrera will work with chairs to establish committee budgets.

D. Secretary, Ashton Hankins

1. No report.

E. Parliamentarian/Historian, Elizabeth Gayfield

1. Senators are asked to review the parliamentary procedure handout in their Staff Senate binder. Following parliamentary procedure will allow everyone to be heard and respected.

F. Ex Officio, Kimberly Klotz

1. No report.

## **V. Senate Committee Report/Highlights**

A. Employee Recognition Committee: The Employee of the Quarter winner for Q4 has been selected and was announced to campus after the meeting. The EOQ for Q4 was Lindsey Shurley, the director of New Student Programs. Runner-up was Officer Chris Vasquez with the UCA Police Department.

1. Other Nominees, in no particular order
  - a) Connie Ballard - Leadership Studies
  - b) Jennifer Bell - Graduate School
  - c) Ashley Kirk -Housing and Residence Life
  - d) Mike Hawkinson - Physical Therapy
  - e) Andrew Rohlman - Housing Maintenance
  - f) Jill Killion - Financial Aid
  - g) Danielle Kraus - Torreyson Library
  - h) Melanie Watson - Outreach, Conference Services

## **VI. University Committee Reports**

A. The Housing Exemption Committee met and made decisions on a couple of freshmen.

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

A. None.

## **VIII. Constituent Concerns**

A. President Shook shared several constituent concerns that he and Staff Senate have received. (Some questions and responses have been edited for length and clarity.)

- B. What precautions will be taken in the Fall to maintain social distancing and cleaning standards on the UCA shuttles?
1. The capacity on shuttles will be significantly reduced. A 15-passenger van may now only hold 2 to 3 people. Individuals who utilize the shuttles may need to arrive on campus earlier to allow for additional travel time and/or use other options (bicycling, driving, walking). Vehicles will be sanitized daily and as best the Physical Plant can during the day.
- C. Some employees are concerned about the UCA face coverings that were provided to staff as they are not fitting well and coming off while completing more physical tasks.
1. There are a few different options available to these employees. The UCA face coverings can be made to fit a little better with gentle stretching, but employees can use disposable coverings as well. Purchasing also has a limited supply of additional cloth coverings that have a cotton ear loop.
- D. What can an employee do if a colleague or supervisor is not wearing or only intermittently wearing a face covering, causing the employee to feel unsafe?
1. There is not a one size fits all solution as some employees may have mask exemptions on file or others may feel that the social distancing/face covering guidelines are being applied appropriately. Employees are encouraged to reach out to their supervisors or department heads for specific issues, which can be escalated to Human Resources if necessary. Department heads and supervisors should be taking the lead on modeling UCA's guidelines, and this will continue to be emphasized in future communications.
- E. State employees received a 2.2% pay increase, but this did not extend to higher education. Since UCA was returned at least a portion of what the state took from its budget, where is that money going and why were UCA employees not included in the raises?
1. The funds that were returned to UCA were only reinstated for FY20. State funding was not restored for FY21, and we are still down \$7.3 million. This makes the FY20 funding one time money, which we do not use for ongoing costs.
- F. Will students be receiving complementary face coverings from the university? If so, how many and when will they receive them?
1. Yes, UCA has ordered 50,000 face coverings. A distribution plan is still being developed.

G. Do employees have the right to refuse in-person meetings that go against UCA's guidelines listed on the COVID website?

1. The information on meetings on the [Coronavirus website](#) has been updated:

a) *In-person meetings should be limited during this time. Continue to utilize video-conferencing platforms as appropriate. When in-person meetings are necessary, limit attendees to the number that can successfully social distance. All must wear face coverings if social distancing is not possible. Do not bring food for the group to share. All surfaces should be wiped down with sanitizing wipes after each meeting.*

2. For face-to-face meetings, it is encouraged that supervisors and meeting hosts provide a teleconference or videoconference option for employees that may be working remotely.

H. Will UCA staff be allowed to work remotely after the Thanksgiving break when there will no longer be any face-to-face instruction?

1. At this time, only essential workers that cannot complete their work remotely will be required to return to campus after Thanksgiving. This means that UCA will have some presence still on campus from UCAPD, Physical Plant, Housing, Dining, etc. Remote work is encouraged if possible.

I. Statement from President Shook:

1. We had a constituent concern via email about my response to the open letter sent by some faculty members to Staff senators. The concern was that my response was inciting fear and division among faculty/staff members by stating that people would lose their jobs if we shifted to online classes.

My intention was not to incite fear but to provide you with a holistic view of the situation. Unfortunately we do not know what effect a fully online environment will lend itself to in regards to staff and funding. If you look around the country you see similar situations where universities are having to make tough decisions that are affecting employees and their overall workforce. UCA is currently in a good place thanks to the hard work of so many faculty and staff members over the past few months, but I feel as if it would be irresponsible to not provide you all of the outcomes and information necessary for various scenarios and situations.

I would like to apologize for the rhetoric and anxiety that was created as a result of my response. I would never intentionally want anyone to feel this way and hope that everyone would feel comfortable having a one-on-one conversation with me about any concerns or feedback. PLEASE, if you have a concern feel free at any time to call, text, or email me to set up a time to meet. My door is always open!

## **IX. Old Business**

### **A. Spring Picnic Name Change**

1. Dr. Angela Webster with the Office of Institutional Diversity and Inclusion contacted President Shook to ask Staff Senate to look at renaming the Spring Picnic. Concerns have been raised over the origin of the word “picnic” as the current name could make some faculty & staff feel excluded and harmed.
2. Prior to the meeting, senators were asked to research the history and implications of the word “picnic” in order to discuss the topic at hand and make an informed vote if a motion was made.
3. The senate discussed the request. Research on the subject can be found both for and against the origin of “picnic.” However, senators asked to be clear that the request to change the name is coming from the connotation of the word and its racial implications, not necessarily the word’s origin. Additionally, other senators shared that if Staff Senate has the ability to do something to make staff feel more comfortable and it does not hurt anyone, it is something that the senate should take very seriously.
4. Senator Smiley moved to change the name of the Spring Picnic. Senator Fiegel seconded.
5. Voting was completed electronically with the motion passing.
  - a) Yes: 78.3 % (Count: 18), No: 8.7% (Count: 2), Abstain: 14% (Count: 3)
6. Senators will propose names at the next scheduled meeting and vote on a suitable name.

## **X. New Business**

### **A. None**

## **XI. Good and Welfare**

- A. Senator Fiegel reminded senators that UCA Outreach has taken over organizing commencement volunteers from Staff Senate. Everyone is encouraged to volunteer, and the time will count for Holiday Time.
- B. Vice President Eslinger wanted to brag on her office, Student Success. They've been really busy the past few weeks putting together over 1,600 Success packets for incoming freshmen. The packets included posters, stickers, checklists, etc. All packets were printed and assembled in house, so it was a significant undertaking by her staff.

## **XII. Adjournment**

- A. Senator Bartlett motioned to adjourn, and Senator Isom seconded. Motion carried.