



**August 26, 2020**

**Meeting Minutes**

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**Senators Present:** Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Garth Clayborn, Gunnar Bartlett, Henry Smiley, Jason Cole, Jason Davis, Julia Robison, Kimberly Klotz, Kristin Jetts, Kyana Smith, Melanie Watson, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shad Foley, Shelby Fiegel, Steven Shook, Susan Peterson, Taylor Ingram, Thomas McDaniel

**Senators Absent:** Angela Haynie, Hunter Roberts, Jennifer Day, Michael Hopper

**I. Call to Order**

- A. President Shook called the Staff Senate to order at 10:02 a.m. on Zoom.

**II. Approval of August 12, 2020, Meeting Minutes**

- A. The minutes from the August 12, 2020, meeting were reviewed via email and approved electronically.

**III. Guest, Moriah Bruner**

- A. President Shook introduced this meeting's guests, Moriah Bruner, with UCA BeWell, and her graduate assistant, Beth Rachlin.
- B. UCA BeWell is the employee wellness program for faculty and staff on UCA's health insurance. It is a voluntary program, so employees are not required to participate. While certain aspects of BeWell are limited to employees on UCA's health insurance, other parts (like the education sessions) are available to ALL employees.
- C. BeWell is committed to helping employees thrive in the workplace and at home by providing resources and incentives to encourage faculty and staff to lead healthy lifestyles. The goal is to reduce health risk factors and absenteeism by

increasing healthy behaviors and productivity, and lower health care costs for the university's self-funded health plan.

D. Wellness Resources: [uca.edu/bewell/resources](http://uca.edu/bewell/resources)

1. Webinars / Education sessions
2. Condition Management
3. [Mental Health Counseling and Support \(EAP\)](#)
4. Virtual and Campus Resources

E. BeWell Incentives

1. Health Insurance Premium Discount
  - a) Biometric Screening + Health Risk Assessment = Insurance Discount. Keep in mind your screening results will be used in determining your discount for next year's rates.
  - b) Lifestyle Rewards earns the participant points for healthy habits/activities. If you reach [specific point thresholds](#), then you will receive BearBucks.

(1) These can be done together but not required.

F. The program year runs from November 1st through October 31st. Activities must be completed and submitted by the 10/31 deadline for them to be applied.

G. [myHealthCheck360](#) - This is a lifestyle management tool used with BeWell. This web portal that lets you track health activities (exercise, sleep, food, etc.) and includes a Lifestyle Reward page where you can check your points.

H. New in 2020

1. Communication refresh - Website / Healthcheck 360 is all refreshed and focused on new employee engagement.
2. Virtual Education sessions - 12 sessions since March
3. Virtual support groups
4. New lifestyle reward categories - Categories for people working remotely: stretching, etc.
5. Onsite biometric screenings at Student Health Clinic with Dr. Pastor and Sandy Childress. There were concerns about offering pop-up screening

given COVID pandemic, so we partnered with the Student Health Center to offer our on-site screenings. We received very positive feedback from employees regarding the setup. There was a delay in getting the data transferred to HealthCheck360, but that's been resolved.

6. Coming Soon

- a) Diabetes education and prevention program
- b) Weight management program
- c) Flu shots for faculty/staff

I. Questions:

1. Senator Eslinger - Regarding weight loss & diabetes programs, Will there be meetings with different availabilities?
  - a) This is a pilot semester. We will look at switching the days/times for future semesters, but as of right now the meetings are slated to occur on Thursday around noon.
2. Senator Smiley - Are there plans for programs if campus shuts down?
  - a) Programs are virtual.
3. Senator Gayfield - Since it's online, could it be recorded for asynchronous?
  - a) Moriah will need to speak with Dr. Landry about this idea because while they want it to be available, there are concerns because the program is designed to be interactive/supportive in information would get lost/diluted if the participants were viewing the material asynchronously.
4. Senator Hammond - Onsite biometric screening sessions?
  - a) Onsite has ended because we knew the Student Health Center would need to be focused on students. A few spots have been reserved for special circumstances, or you can see your personal physician. Contact Moriah about getting into the Student Health Center.

## IV. Officer Reports

### A. President, Steven Shook

1. Please remember that the Staff Senate Zoom link will remain the same for all meetings this academic year.
2. Mask Exemptions - DRC & HR will implement additional requirements for people seeking exemptions. They will be required to be tested weekly. Only one student and one staff member have applied for an exemption.
3. President Davis will be visiting with Staff Senate on September 30th. He will be speaking for a few minutes, leaving time for questions.
4. We are working in conjunction with the Outreach Department to host a Zoom 101 Training for employees. It will be held on Thursday, September 17th 1-2 pm. If more meetings are requested, we can add additional meetings.
5. Questions, Coffee, & Conversation with Faculty & Staff Senate Presidents
  - a) Meetings will be hosted on Zoom from 2:00-3:30 p.m. on September 14th, October 12th, November 16th, and December 14th.
6. UCA will be updating UCA's testing trends and positivity rate every week.
  - a) <https://uca.edu/coronavirus/files/2020/08/testing-tracing-data.pdf>
7. Ex-Officio Klotz is working with us to send out a constituent email to let people know who are their Senators, programs and resources that we have available, and how to get in contact with their Senator(s). Senator Hankins has also created a form for constituents to submit new initiative program ideas to support staff during this year.

### B. Vice President, Nadia Eslinger

1. Welcome to the new senator, Lynetta Morris. She joins us from Financial Aid and we are excited to have her on Staff Senate.
2. Committees -
  - a) Senator Eslinger has reached out to the chairs of University Committees to let them know the contact information for their

new committee members. If you do not hear from your committee chairs over the next few months, please let Senator Eslinger know.

- b) Transition on committees: If you are a new chair and have questions about procedures or previous materials for the committee, please reach out to either Senator Eslinger or the previous chair. The contact information for the previous chair is located in the operations manual. We do have some documents in Google Drive that can be shared when needed.
- c) Updated committee list - There are openings on a few different committees and some members had to be moved around. An email will be sent out to campus, asking for volunteers. Any staff member can volunteer to be on a committee, even if they are not on Staff Senate.

<https://docs.google.com/spreadsheets/d/1O24vF3MQe3Kdupi3p51y8a91eh4Da7tJ3EcwjUnqqko/edit#gid=1997442400>

### 3. Spring Picnic Name

- a) Results of Poll - New name is Spring Social!

### C. Treasurer, Carlos Herrera

- 1. There have been a few expenditures from the Staff Senate budget since the last meeting for items such as cookies for the senate retreat, a replacement plaque for an EOQ winner, and name tags for new senators.
- 2. Prior to the meeting, the proposed budget for 2020-2021 was sent out to senators that included budgets for committees. Senators are asked to review the proposed budget and be prepared to vote on it at the next Staff Senate meeting.

### D. Secretary, Ashton Hankins

- 1. No report.

### E. Parliamentarian/Historian, Elizabeth Gayfield

- 1. No report.

### F. Ex Officio, Kimberly Klotz

- 1. No report.

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

- A. Courtesy Committee: Senator Peterson will be sending out a card.

## **VI. University Committee Reports**

- A. No report.

## **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. Staff are looking for guidance about what they should do if they encounter someone at UCA not wearing a mask as required.
  - 1. If someone notices AN EMPLOYEE face-covering violation, they have several options: (1) Remind that individual to wear their face covering. (2) Contact the non-compliant employee's supervisor and explain the situation. (3) Seek guidance from their own supervisor to see if they can assist. (4) Ask their Staff Senate representative to contact that department directly. (5) Contact Human Resources. (6) Contact the individual's Vice President.
  - 2. If STUDENTS are non-compliant in wearing a face covering, the Dean of Students has developed a referral process. More info on this can be found here: <https://uca.edu/student/dean/dos-referral/>
  - 3. It is important to recognize that both employees and students may have face-covering exemptions. Employees needing a face-covering exemption should contact Graham Gillis with Human Resources. Students may seek an exemption from the Disability Resource Center.
- C. Several staff members have expressed their concerns about disagreements with supervisors regarding working remotely. A common question has come up about what options are available to staff members if such a disagreement arises. Related, it was also asked if the Pandemic Planning and Response team could be assigned to make the higher-level decisions rather than an employee's supervisor.
  - 1. An employee's vice president will make the final decision on their ability to work remotely, and each vice president reports to President Davis.

Employees can contact Amy Whitehead, Chief of Staff, directly if desired, or they can file a grievance through Human Resources. The Pandemic Planning and Response Team will not be assigned to make decisions regarding an employee's work station.

- D. A concern was submitted stating that there is much anger and resentment on campus. Specifically, employees are losing faith in UCA and that the University does not care about employees or employee health, only the business. The constituent requested that someone is appointed to really listen to employees and take appropriate action on employee concerns.
- E. A constituent asked for clarification on wearing face coverings indoors, specifically if there were any instances where a face-covering could be removed.
  - 1. Everyone must wear a face-covering except when they are in their own personal workspace (this includes each student's dorm room, apartment...) and when performers or instructors can be 10-12 feet away from their audience.
- F. Several constituents in Torreyson Library are concerned about their safety while working. As students are being asked to take their food items from campus locations to-go and the library still allowing food & drink, it has become the designated spot for students to congregate. Unfortunately, they are doing so without masks and the staff is very uncomfortable. Library staff realize that they are an essential operation, so even if classes go online, they are afraid they will be sick and forced to work.
- G. Senator Bartlett asked if employees were required to wear a face-covering if meeting with another individual in their personal office if both people were comfortable with one or both not wearing a face covering.
  - 1. UCA policy says that employees still must wear a face covering. It is important that the policy is consistently applied.
- H. Senator Jetts inquired about face-covering use at office spaces that also function as lobby space. Is there any clarification if face coverings should be worn the entire time in those situations?
  - 1. To remain consistent, employees must wear a face covering if someone else enters the space. It was also recommended that employees in lobbies look into getting plexiglass installed if desired.
  - 2. Employees can request plexiglass through the Physical Plant, specifically Michelle Ellington ([mellington@uca.edu](mailto:mellington@uca.edu)).

- I. [See COVID-19 Asked & Answered for more information.](#)

## **IX. Old Business**

No old business.

## **X. New Business**

### **A. Staff Senate Secretary Election**

1. The position of Staff Senate Secretary is now vacant and must be filled. The senate received nominations for Senators Ashley Isom and Senator Kristin Jetts. Both candidates had a chance to speak on their behalf, and Senator Isom was elected secretary by electronic vote.

## **XI. Good and Welfare**

- A. Senator Shock shared that there is a UCA football game this weekend against Austin Peay, which will be the only football game in the country. The game will be televised on ESPN on Saturday Night. Watch parties will be held at Buffalo Wild Wings, Brick and Forge, TGI Fridays, Walk-On's, and Wing-Stop.
- B. Senator Hammond shared that the HPER Center is open over Labor Day and staff is encouraged to drop in and workout.
- C. Senator Bartlett announced that the groundbreaking for the Windgate Center for Fine and Performing Arts will be held on October 9th at 1:30 pm on the Thompson Hall lawn and Bruce Street.
- D. Senator Robison shared that Cheryl Lyons, director of Financial Aid, was named "Most Valuable Professional" by the Financial Aid National Organization.

## **XII. Adjournment**

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