



**October 13, 2020**

**Meeting Minutes**

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**Senators Present:** Angela Haynie, Angela Jackson, Ashley Isom, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Garth Clayborn, Gunnar Bartlett, Henry Smiley, Hunter Roberts, Jason Cole, Jennifer Day, Julia Robison, Kimberly Klotz, Kyana Smith, Lynetta Morris, Maree Herring, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann Richard Hammond, Shad Foley, Shelby Fiegel, Steven Shook, Susan Peterson

**Senators Absent:** Jason Davis, Kristin Jetts, Thomas McDaniel, Taylor Ingram

**I. Call to Order**

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

**II. Approval of September 30, 2020 Meeting Minutes**

- A. The minutes from the September 30, 2020 meeting were reviewed via email and approved electronically.

**III. Guest Speaker - Graham Gillis**

- A. With the possibility of working from home after Thanksgiving, and so few volunteer opportunities to earn holiday comp time, is there a plan for the two days in the winter break that employees are required to use leave time?

The availability for time has been diminished due to COVID, but we are trying to find more ways for people to earn comp time. People can go to their supervisors and do mandatory training at home, not during the normal work day, to earn comp time. We will use any means to make sure that people can accrue that time.

- B. We are all very excited about the bonus coming next month, but do you know how it will be taxed?

The bonuses will be taxed the same way the career bonus will be taxed.

- C. Speaking of the bonus, does this mean that we/president's office can give awards over \$100 for classified staff? Specifically, Employee of the Year awards.

As of this time no, the state guidelines do not allow this. Since the bonus is for the whole campus, it is not treated the same as a one-person bonus.

- D. Did HR post the classified pay plan info from DHE? Can't find it anywhere, thanks!

The Department of Higher Education makes it really hard to find information. We are now in the process of adding all of the DHE information to our website. This section of the website will include pay, labor market rates, and special interest rates. It will be very transparent and will also include an FAQ section.

- E. Why was the classified pay plan transferred to DHE, if you don't mind me asking?

OPM did not fully understand the needs for higher education. The Department of Higher Education understands how we operate. It makes sense to put everyone under the same umbrella. We currently have a pay plan and can go about 15% above the minimum payment required, if the department has the money. We can go even higher with permission from the DHE, although we have not done that yet. The problem is, this does not help current employees. The number one priority is to be able to help current employees. We can do something if the non-classified employee has a current labor market rate. The title has to have a labor market rate and we have more of those opportunities than ever in our history, and our goal is to make all people non-classified employees. There is a higher education group that we are a part of that are pushing hard for this initiative. This would allow us to be able to manage our employees much better and it does not set unreasonable limits on us.

- F. Did the money for the bonuses come from the savings on our insurance?

No, that wouldn't be permissible by law. That money can only be spent on things related to the health plan.

G. Will new staff recently hired qualify for the November bonus?

Yes. There is no hire date limit on the bonuses.

H. I have a question about the on-line Safe College training courses. How do you ensure all staff have completed this training and what happens if staff don't complete these training courses?

The records are kept up with by Safe College, and they give us a monthly report with that progress. The VP gets this report, they share this information with the department heads, and the department heads are supposed to make sure that the employees are completing the training. However, this doesn't happen until closer to the deadline.

I. Who is on the UCA Committee that makes changes to our retirement funds, and what are their qualifications? Why was the committee formed?

The committee members are composed of: members of the General Council, CFO, select faculty members of the College of Business, and the presidents of Staff and Faculty Senate. A few years ago there were a lot of federal law changes for retirement. Institutions have to have a fiduciary responsibility to manage their retirement programs as far as the funds selected and the fees that were charged. We hired a retirement planning consultant to come in and advise us on best practices. They told us that we should have a committee and they should meet every three months to look at how our funds are performing. If funds are underperforming related to the market class it is in and that trend continues, then we will change those funds. We now have an open architecture type fund and have access to non-proprietary funds that are still accessible under the TIAA umbrella. Vanguard, Templeton and a few others can be used the same way that we currently invest in TIAA.

**HR will be introducing an online PAF soon!**

#### **IV. Get to Know Us - Graham Gillis**

- A. What is your favorite flavor of birthday cake? Turtle cheesecake
- B. Favorite US city? Boston
- C. Favorite Band? Nitty Gritty Dirt Band
- D. What is a skill you want to learn in the next 5 years? Learn to play an instrument, either the banjo or ukulele.

- E. Favorite holiday? Christmas
- F. Netflix or Hulu? Netflix
- G. Sweet or Savory? Savory
- H. Tea or coffee? Coffee
- I. Favorite spot on campus? The circle-drive in front of Old Main. It has a great view and looks very collegiate.
- J. Favorite undergrad memory? The friendships and faculty who impacted my life.

## **v. Officer Reports**

### **A. President, Steven Shook**

1. The deadline for Be Well registration is on October 31st.
2. Biometric screening will be available at Student Health on a first come, first serve basis. Please contact Student Health to set up an appointment.
3. The HPER is open! Use it :)
4. Dr. Poulter is meeting with us on October 23rd from 1:30-2:30.
5. Larry Lawrence will be speaking at our October 28th meeting.
6. IT will be purchasing 75 additional headsets that will be given out across campus! Thank you, IT and Senator Mowdy!
7. An email went out about remote work. If you have any follow up questions, please contact Steven Shook.

### **B. Vice President, Nadia Eslinger**

1. We have opportunities for those who are interested in accruing holiday time. The Suffrage Centennial is still needing volunteers for next week's activities. Anyone on campus can volunteer for the event. An email will be sent out with volunteer information.
2. If committees need to schedule a meeting for after our meetings, please do not set a time for said meetings. Please wait until after the Staff Senate meeting is over. This way we can avoid several people leaving before the meeting is over.

### **C. Treasurer, Carlos Herrera**

1. No report.

D. Secretary, Ashley Isom

1. No report.

E. Parliamentarian/Historian, Elizabeth Gayfield

1. No report.

F. Ex Officio, Kimberly Klotz

1. No report.

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

- A. Employee Recognition Committee: The committee is proposing a few changes to include more categories in the employee recognition award process. This change will ensure that there is more equitability in the process. The committee is proposing an increased budget for additional plaques and certificates. The increase in funds will cover three additional plaques for each quarter and certificates. The proposal will be voted on during the new business section of the meeting.
- B. Angel Bear Committee: The committee met to finalize the timeline for the Angel Bear process. The forms are due by November 2nd, angels will be available for adoption on November 5th, gifts will be due on November 23rd, shopping for unadopted angels will occur on November 30th, and gifts will be available for pick up on December 1st and December 2nd. If you are not on the committee but wish to volunteer anyway, please contact anyone on the committee.
- C. Thankful Thanksgiving (formerly Winter Feast): The Thankful Thanksgiving event will take place on November 19, 2020 from 11:00 am - 1:00 pm in McCastlain. The committee is currently in the process of purchasing gift cards and decorations, while Senator Littletonis structuring how the event will operate, and Treasurer Herrera is working on a ticketing portal.
- D. Courtesy Committee: The committee is sending out several cards this week.
- E. Reynolds Committee: The committee is needing volunteers for the second Texas Tenors show on November 14, 2020. We will send out an email to campus asking for volunteers.
- F. Football Committee: An email was sent out this morning, asking for volunteers for the game on October 31, 2020. If you would like to volunteer, please fill out the following from.  
<https://uca.edu/staffsenate/football-ticket-taker-volunteer-form-fall-2020/>

## **VII. University Committee Reports**

- A. ITAC: The committee met on October 8th and discussed several upcoming updates and events.
1. DocuSign is coming soon to Purchasing and Human Resources. This initiative will help productivity and cut costs on paper.
  2. We have 1000 seats on Zoom so that everyone who needs it can have access.
  3. VoIP phase one has been completed and phase two has started.
  4. Preferred Name has been put into place and students can now enter in their information.
  5. IT is working with classroom and faculty technology to make sure that everyone has everything they need for the spring semester.
  6. The Respondus monitoring license has been increased for the additional year.
  7. Omnigo software will soon be used by UCA PD.
  8. Slate Graduate School app is now live.
  9. In the future there will be a generator for the second IT hub in the Snow Fine Arts building.
  10. There is a Windows 10 909 updating that will be coming out soon. This update will remove Flash Player.
  11. There will be an increase in AT&T towers in 5 locations. There is also a certificate rollout, 802.1x, update as well that will give us better coverage.
  12. The outdoor wireless access points will be increased across campus to help with social distancing needs.
  13. Forced reboots will be returning. The reboots will occur at 2:00 a.m. on Sunday mornings.
  14. Next meeting will be on November 9, 2020.

## **VIII. Campus Q&A**

- A. None.

## **IX. Constituent Concerns**

- A. Senator Fiegel: December graduation will be held in-person this year. Concerns about the number of volunteers needed were raised. The issue will be discussed further in our next meeting.

## **X. Old Business**

- A. None.

## **XI. New Business**

- A. Senator Peterson motioned to increase the budget for employee recognition. Senator Smiley seconded the motion. Discussion followed.
- B. Senator Bartlett called to question. Secretary Isom seconded the motion.
- C. We voted virtually and the motion passed. The budget for employee recognition has been increased.

## **XII. Good and Welfare**

- A. We are all excited about the bonuses coming out next month!

## **XIII. Adjournment**

- A. Secretary Isom motioned to adjourn. Parliamentarian/Historian Gayfield seconded. Motion carried.