



September 30, 2020

Meeting Minutes

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

Senators Absent: Hunter Roberts, Shad Foley

I. Call to Order

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

II. Approval of August 26, 2020 Meeting Minutes

- A. The minutes from the September,9 2020 meeting were reviewed via email and approved electronically.

III. Guest Speaker - President Houston Davis

- A. President Davis answered questions presented by Staff Senate.
 - 1. Four people in our building have or have had COVID-19. What is the threshold for the number of cases until we feel like we need to shut down?

It is going to depend on the size of the building, but there are no specific tipping points for the University. We want to make sure that we are staying below the 10% goal while looking at how our community is doing, and how our hospitals are doing. All these things will be considered when deciding to shut down.

2. Once Thanksgiving break is over, what are UCA employees expected to do? Work remotely? Work from our offices on campus? Combination of both?

We will not be closing down campus entirely after Thanksgiving. After November 20 we will be asking supervisors to decide how their departments can operate with the most remote possibilities. When we come back in the Spring we will be doing a similar operation. We want to be as flexible as possible during this time to make sure we are meeting the needs of the employees and the students. An email will be sent out during the second week of October with more information.

3. What plans and preparations have been made for the Spring semester?

We are currently working on a lot of things with FEMA. We are also looking at emergency grants. We are also hitting the pause button on our student guide book. We need to be thinking about the social media around COVID and reinforce necessary precautions. We need to refresh everything and be as diligent as we are now regarding covid. We are also working on revising the academic calendar. There is talk about spreading out classes. We want to maximize our time and space. Only 7% choose to be exclusively online. We want to have more options for students to be able to attend in-person classes because that is what they want. We do have fewer international students and out-of-state first-time freshmen. Students are staying closer to home. Since we know that students will be coming back in the spring from abroad, we also need to have quarantine housing set up for those students for 14 days. We also need to maximize indoor study space because we know that the weather will not be as compliant in the spring. We need to be cognizant of staffing issues because the regular Flu season knocks out a lot of staff each semester.

4. As the semester progresses, students seem to be becoming more resistant to wearing masks properly or continuously. Do we have any plans to increase education or awareness around mask wearing for next semester?

We will be doubling down and refreshing on social media about education surrounding COVID. We need to stand firm because we know what is working for us.

5. How has COVID affected housing occupancy? And, briefly, how does that affect the university budget?

Occupancy is 78.5% This is about 20% less auxiliary revenue. The overall budget cut 15 million from budget. Our expenditures have also been cut.

We are changing the way we are spending money and it will affect how we spend for a few more years.

6. Does the university plan to offer any virtual meeting/facilitation training (specifically relating to Zoom)? I know that we have been “virtual” for nearly six months, but there is a significant need across campus for this training for students, faculty, and staff. To my knowledge, besides the event that was hosted in partnership between Staff Senate and CCED, there has been no online training offerings. I have heard from all three groups on-campus and the majority still have a rudimentary understanding of Zoom. They could all benefit from a formalized training program(s) that specifically meets the needs of different departments and organizations across campus.

Staff Senate and Outreach has been doing those and will still offer additional training, but we will still look at other avenues to see if additional training can be offered to our employees. CTE also has some good resources. <https://uca.edu/cte/zoom/>

7. I'd like to ask her why faculty aren't required to lecture on the days when students don't attend class. Students in on-campus classes only attend class one day a week. In the classes my daughter is in, the professors do not lecture on the days that are not face-to-face. She seems to have more assignments and less actual instruction. Students are paying the same tuition. Faculty are making the same salary but students are not getting the full amount of instruction they paid for or registered for. Why are faculty not required to lecture via Zoom or record lectures so students get the same amount of instruction as a regular in-person class? Academic Advising doesn't just get to tell half their advisees - here's your checksheet, here are instructions to register. Financial Aid doesn't get to tell half the students - all the info is online. Aren't faculty doing less than half the instruction doing the same thing - putting more of the burden for learning on the student even though the student is paying?

There are 8 different models of instructions. Some are able to meet as normal, but others cannot. Those sorts of adjustments have been made across all 2500 classes across campus. We probably need to speak to Dr. Poulter for more information about the different models and there will be tweaks to the classes for the spring semester.

<https://uca.edu/cte/instructional-models/>

8. The ROI was based on a 5% enrollment decrease and then we had to add an additional potential enrollment loss due to COVID and we created our

budget for that 5% and that was what the board approved. I heard that we are down over 7% in enrollment. How is that going to affect the approved budget?

It is down 3.9% and we are okay! We have worked really hard and we will have to continue to work hard for the next few years to make sure that we stay that way.

IV. Get to Know Us: Featuring President Davis

- A. Favorite Birthday Cake Flavor? Easy! Strawberry cake and strawberry icing!
- B. Favorite US city? Probably New York.
- C. Favorite band? The White Stripes or The Raconteurs.
- D. What is a new skill you want to learn in the next 5 years? Oh! I wish I was conversationally fluent in Spanish and French.
- E. Favorite Holiday: Thanksgiving.
- F. Netflix or Hulu: Hulu because they have It's Always Sunny in Philadelphia.
- G. Sweet or savory? Sweet!
- H. Tea or coffee? Tea.
- I. Favorite spot on UCA's campus? It's gonna be a weird answer! There is a courtyard behind Irby that I love.
- J. What was your best college experience? The friends that I made and the people who disciplined me and then later became my mentors.

V. Officer Reports

- A. President, Steven Shook
 - 1. We will be hosting several guest speakers in the month of October. Graham Gillis will be joining us on October 14th, Dr. Poulter will be joining us on October 23rd, and Larry Lawrence will be joining us on October 28th.
 - 2. Great job on submitting your committee reports! Senator Littleton and Senator Herrera did an especially good job! Keep up the good work!
 - 3. Coffee and Conversations: The next meeting will be held on October 12th from 2:00 - 3:00 p.m. via Zoom. Everyone is encouraged and invited to attend!
 - 4. Foundation Application Grant: We have opened the applications for the Foundation Grants and will be approving them on a rolling basis. We have had one grant approved thus far. If you are interested in being on this unofficial committee, please contact Senator Shook or Senator Isom.

5. Covid-19 testing and tracing information:
<https://uca.edu/coronavirus/files/2020/08/testing-tracing-data.pdf>
6. Distribution of the CARES Act funding:
<https://uca.edu/coronavirus/distribution-cares-act-funding/>
7. Volunteer Opportunities: Dr. Gayle Seymour is looking for volunteers for the Suffrage Centennial event. She will be in contact with us soon about the needs for this event.
8. Survey Responses: We received a lot of really good responses from our survey about what the Staff Senate body can do this year! Thank you to everyone who responded.
9. Zoom Training: A new Zoom training is planned for October 13 from 3:00 - 4:00 p.m. in the McCastlain Ballroom. An email will be sent out with a link for registration. Since this is an in-person event, the number of participants are limited. <https://uca.edu/cced/zoom-101/>
10. VoIP: We are attaching a VoIP cheat sheet to help anyone who has questions on certain features of their new phones. [Cheat Sheet](#)

A. Vice President, Nadia Eslinger

1. Thank you to Senator Clayborn for volunteering for a committee vacancy!
2. If you need access to any folders in the Google Drive for your committee, please contact Vice President Eslinger or President Shook.

B. Treasurer, Carlos Herrera

1. Sent over a check request for an emergency fund request that we got last week.
2. Waiting to order name tags until we find out the winner of the Employee of the Quarter so both can be ordered at the same time.
3. There has been one request for a staff grant that totaled \$736. It has been approved but we are waiting to see how we need to reimburse those funds.

C. Secretary, Ashley Isom

1. No report.

D. Parliamentarian/Historian, Elizabeth Gayfield

1. No report.

E. Ex Officio, Kimberly Klotz

1. No report.

VI. Senate Committee Report/Highlights

A. Courtesy Committee: Senator Peterson is sending out two cards.

B. Reynolds Committee: In need of 10 full time and 2 part time volunteers for each show. Volunteers will be taking tickets, ushering, and releasing patrons by row when the show is over. Masks must be worn at all times. If someone does not want to comply, contact someone who works in Reynolds and they will handle the issue. Tickets will also have a time on them, indicating the time in which the buyer should show up to the performance. This is to help prevent large crowds from gathering. The capacity for shows have been greatly reduced so only 300-400 tickets will be sold for each show. The Christmas with CeCe Winans event has been cancelled.

C. Compensation Committee: The committee met and discussed ways to boost morale. They also developed a list of questions that have been brought up by Senators as well as constituents. We will present these questions to Graham Gillis.

D. Professional Development Committee: They met on September 17th and awarded two people funding. They will also be meeting on October 1st to develop a contingency plan with volunteering as there are far less volunteer opportunities this year.

E. Winter Feast: The committee met and it was recommended that they change the date of the Winter Feast to a date before Thanksgiving break. Winter Feast will now take place on November 19th.

F. Angel Bear Committee: The committee met to discuss timelines for the application and gifting process. Applications will be available soon and the deadline for application return is currently November 2nd.

VII. University Committee Reports

A. Diversity Committee: There will be a Zoom information session on October 6th about the planning process and the reporting that is required every year. There will be some changes to the deadlines. Let anyone in your area that does the diversity reporting for the initiatives know there are changes. More information

about this will be posted on UCA Inform. If you have any questions, please contact Senator Jetts.

- B. Committee on Committees: At the beginning of the year we need to nominate people to be on University Committees. After the nominations the members of the Committee on Committees will vote on the nominations. We will put this in our guidelines for next year.

VIII. Campus Q&A

- A. None.

IX. Constituent Concerns

- A. Would it be in Staff Senate's league to ask our vendor, Superior Vision, to add on their portal a way for members to view their claims? - I have been unable to find them.

Response:

We reached out to our new account manager at Superior Vision, Nicole Parker, and she returned with some updates:

It was wonderful speaking with you. I was speaking with Claims and Customer Service. Superior Vision website actually does not give the Member Claims or EOB. It only gives a claims history tab where it shows the dates the member used benefits. The member would have to speak with Customer Service directly at (800) 507-3800 to get EO or Claim status.

We asked Nicole if there was a possibility the members would have any additional access in the near future and Nicole explained this may happen. Their client management team is in discussions about providing claims details online. Nicole said she would send more information as soon as possible.

In the meantime please provide the number above to the member so he can call to inquire about the status of the claim in question. If there is anything our team can do please don't hesitate to reach out.

Additional from Graham Gillis:

As a side note, unlike medical and dental, Vision is pretty straightforward in claims processing. I checked with a couple of other vision providers

and they seem to offer the same thing as Superior Vision. However, Superior is looking at enhancing their website.

- B. Question: Some of us are wondering what will happen to those of us who manage the bldg/provide materials and equipment for labs & assist instructors after November pivot to remote instruction and campus closure until January. Will we have to use our vacation/sick days while campus availability to students and faculty is reduced? Thanks

Answer from Chief of Staff

Campus is not closing. Students that live in university housing will be allowed to stay in housing until winter break (when they normally move home). The campus will still be open, but we will be encouraging more remote work during that time.

- C. I need help getting some answers about classified pay and salaries for different grades. Since classified employees have been moved to the Department of Higher Education (or Department of Education?) for the classified pay guidelines, where do we find this information? I have searched online for this information, called about this information, but have gotten nowhere. It's like "oh, we moved you to DHE but we aren't going to give you any information about it" and we are just supposed to accept that at face value. Thank you for any help you can provide.

Answer from Graham Gillis

We just received the latest update from DHE on Friday. We will be posting this info to our web site in the next day or two. We will also have the new pay plan effective January 1, 2021 that reflects the new minimum wage that will be going into effect.

X. Old Business

- A. None

XI. New Business

- A. None

XII. Good and Welfare

- A. None

XIII. Adjournment

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