



March 10, 2021

Meeting Minutes

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

Senators Absent: Gunnar Bartlett, Jason Davis, Kimberly Klotz, Lynetta Morris, Taylor Ingram,

I. Call to Order

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

II. Approval of February 24, 2021 Meeting Minutes

- A. The minutes from the February 24, 2021 meeting were reviewed via email and approved electronically.

II. Guest Speaker: Dr. Pastor

- A. Dr. Pastor shared his screen and went over various models of COVID trend predictions as well as the actual trends. He then opened the room for any questions.
 - 1. Senator Fiegel: What changes do you imagine will take place on campus, and how will that transition work?

Answer: This transition will not work like a light switch. This will be a slow process and we are still going to continue to ask everyone to wear masks through the end of the semester.

2. Senator Smiley: Do you know how many people in the UCA community have been vaccinated?

Answer: We have had about 1,700 people who have been vaccinated just through Conway Regional. This number does not include anyone who was vaccinated in any other place other than Conway Regional. Please let Amy Whitehead know if you have been vaccinated elsewhere.

3. Senator Jackson: Can students who are eligible get a vaccine?

Answer: Student workers, GA's, and students in clinical settings are eligible to get vaccinated.

4. Vice-President Eslinger: For people who are returning to campus full-time, are there any recommendations that you can suggest?

Answer: Just work on getting everyone vaccinated.

5. Senator Fiegel: If you have a fully vaccinated group that wants to come together and meet, is the campus going to provide guidelines on how and when we can meet in groups?

Answer: We will have requirements and guidelines that will come out at a later time. This will not happen until after the state mask mandate has been lifted.

6. Senator Robison: Will people meeting in groups have to prove they have been vaccinated in order to meet?

Answer: We will not be policing vaccinations.

III. Officer Reports

A. President, Steven Shook

1. [COVID-19](#)
2. The appreciation luncheon that took place last week was successful! The students did a wonderful job preparing the meals and writing cards. We hope that we can utilize them in the future when we provide more recognition events on campus.

3. Last night a group of Staff Senators, Faculty Senators, and SGA members met with a few State Senators and State Representatives They want to start meeting with us a few times a year. Please use the links below to find out who your representatives are and feel free to contact them with any questions or concerns.

<https://www.arkansashouse.org/learn/district-map>

<https://senate.arkansas.gov/>

4. The Federal Communications Commission (FCC) recently announced a program to help those struggling to pay for internet amid the pandemic, stating that a household is eligible to receive the benefit if one member of the household received a federal Pell Grant during the current award year, among other possible criteria for eligibility. Under the Emergency Broadband Benefit Program, eligible households can receive up to \$50 per month to help pay for broadband internet service. Written or electronic confirmation from a student's school that the individual is a Pell Grant recipient will serve as verification for the program, or a student's financial aid award letter documenting the amount of their Pell Grant award received for the current year. A copy of a student's paid invoice that shows the student's receipt of a Pell Grant during the current award year or a copy of the student's Student Aid Report will all serve as proper documentation, according to the notice from the FCC.

B. Vice President, Nadia Eslinger

1. The call for Senator nominations has been opened and will close on March 22nd. The nominees' profiles will be sent out on March 29th. Staff can vote for candidates April 12th - 23rd.
2. The Executive Committee met with President Davis and we spoke about everyone returning back to campus full-time. As we transition back to more normal operating procedures where staff is expected to return back to their offices on campus full time, what are some important things to consider when we are notifying campus of these expectations? What do they need to hear from the University as we incorporate these expectations? If you have suggestions, please contact Vice President Eslinger.

C. Treasurer, Carlos Herrera

1. The luncheon cost the Staff Senate \$347. The Faculty Senate also donated the same amount. An SSR has been sent over to A/P and has been completed.
2. February and March volunteer hours have been reported to HR and those hours have been added to the Staff Senate Volunteer Hours line on your MyUCA. We will not have any other events until April.

D. Secretary, Ashley Isom

1. No report.

E. Parliamentarian/Historian, Elizabeth Gayfield

1. No report.

F. Ex Officio, Kimberly Klotz

1. Absent

IV. Senate Committee Report/Highlights

- A. Courtesy Committee: Senator Peterson will be sending out cards to the State Senators and Representatives that met with us last night. If any other cards need to be sent out, please contact Senator Peterson.
- B. Spring Social Committee: The committee has met and is in the process of organizing the event. More details will follow when decisions are more concrete.
- C. Calendar Committee: The committee has not met, but have been communicating via email. They are currently submitting suggestions for the 2024/2025 calendar. There have been suggestions about moving finals to the week before Thanksgiving to allow for a longer winter intersession, but no decisions are being made at this time.
- D. Employee Recognition Committee: The committee met and voted on the Second Quarter employee of the year. The announcement went out earlier in the week.

V. University Committee Reports

- A. Employee Service Awards: The committee talked about possible dates for the event at the end of April or beginning of May. They also set a timeline for the brochure production. There is discussion about who all can be invited in person since the seating will be limited, but the event will be streamed via Zoom.

- B. Safe Colleges: The committee talked about the amount of time the trainings take and about the possibility of switching up some of the courses so the trainings are not so repetitive. Certain trainings have to be done every year per-state mandates.
- C. ITAC: The committee met on 2/25.
- They covered docuSign, which has 1000 envelopes but more can be added. The program will also be expanding so more departments can utilize its benefits.
 - There are still some Zoom accounts left for use, if we need more then we can get more.
 - VoIP phase 3 is almost complete, and VoIP phase 4 will start right after that.
 - The Classroom and Faculty Technology Committee has not been meeting, but if you have any needs, contact Trevor.
 - The Integrated Health Sciences building is being installed and the furniture will also be arriving soon.
 - The student laptop program is still ongoing. There is a form that students need to fill out to qualify.
 - They are still working on the generator for the IT closet in Snow Fine Arts.
 - The Graduate School has implemented Slate and undergrad will be implementing it soon.
 - Annotate: lets students ask questions during their video classes.
 - EBA will be replacing GradesFirst.
 - Google will be ending their unlimited storage for education in July of 2022.
 - If you receive updates about security in FireFox or Chrome, please do them.

VI. Campus Q&A

- A. None.

VII. Constituent Concerns

- A. A constituent contacted Staff Senate to get clarification on the lunch break policy. The following information comes from General Counsel, Warren Readnour
1. Warren - The normal state business hours are 8:00 to 4:30, which allows 30 minutes for lunch to still work an 8 hour day. A Governor's Executive Order from many years ago established the business hours as 8:00 to 4:30, but also gave state employees a 15 minute break in the morning and

a 15 minute break in the afternoon. Every agency I have worked for or represented has typically allowed employees to combine the two breaks with lunch in order to have a one hour lunch. I would not say that it is obsolete because there are various state agencies that have shift employees that take the breaks and only have 30 minutes for lunch. Granted, many of those employees may be in situations that do not allow them to leave the facility for lunch. There are also some campus departments, such as Physical Plant, where a group of employees will all take their 15 minute breaks at the same time and then take only 30 minutes for lunch. There are also some employees who may take a 45 minute lunch and take their afternoon break at 4:15, with supervisor approval. If there is confusion, it might be a good idea to include in the staff handbook that combining the breaks and lunch is allowed with supervisor approval.

B. Do employees get an exit survey when they leave to share any information?

1. There is a form that can be found at the link below.

[UCA Employee Exit Survey](#)

VIII. Old Business

A. None.

IX. New Business

A. None.

X. Good and Welfare

- A. Vice President Eslinger: Tomorrow, March 11th, is the UCA Day of Giving! If you are looking for a cause to donate to, the UCA First Gen program would love your support!
- B. Senator Herring's son has joined the Sherwood Fire Department and has passed his EMT testing!
- C. Senator Peten: The Conway High Girls will be playing some very important games over the next week that will get them to State!
- D. President Shook and Victoria Mays are hosting their last book club with "*This Book is Anti-Racist*" during lunch today.
- E. Christian Cafeteria is doing restaurant meals each week. So far they have partnered with Whole Hog and Tacos 4 Life. Today they are also hosting a

crawfish boil cooking class for the first 25 people who show up. Follow their Instagram page for information on future events.

XI. Adjournment

- A. Secretary Herring motioned to adjourn. Senator Watson seconded. Motion carried.