



Regular Meeting Agenda

March 29, 2023

10:00 am

Wingo 315

Senators Absent:

Alison Taylor, Jennifer Olson, Paige Dutton, Richard Hammond, Robyn Smith

Senators Present:

Audreka Peten, Angela Jackson, Carlos Herrera, Christy Dade, Courtney Bryant, Danielle Kraus, Elizabeth Gayfield, Eric Fulton, J.W. Calvery, Jennifer Day, Jennifer Ruud, Jessica Taylor, Julia Robison, Lynetta Morris, Melanie Watson, Myron Kuykendall, Nadia Eslinger, Natalie Shock, Ricky Harris, Robby Burton, Sherita Kern, Tajaro Hudson, Tina Wells, Travis Johnson, Veneta Fricks, Whit Ables

I. Call to Order

- A. President Herrera called the meeting to order at 10:02 am.

II. Approval of the Minutes from previous meeting

- A. 3/8/23 meeting minutes approved via email.

III. Guest Speakers

- A. None.

IV. Officer Reports

- A. President, Carlos Herrera

1. Day of Giving went well; around 1900 faculty and staff donors generated \$1,295,497 in donations.
2. Our Staff Senate meet and greet had a great turnout. Thanks to all that attended.
3. Campus talk included updates from SGA, Faculty Senate, Staff Senate, campus construction, COLA, and Spring Social food change.
4. 04/20/23 Forever a Bear memorial in the amphitheater will acknowledge Bears lost in the past year. Will need volunteers to assist the families with parking, etc.

B. Vice President, Jennifer Ruud

1. Welcome Michael Hopper to the Staff Senate. He will serve as an At-large representative for University Relations
2. Staff Senate elections bios are needed, still time to accept nominations.
3. Two committees still have vacancies that need to be filled; Health and Wellness and Safety.
4. Elections for new senators will be sent out April 17th and run through April 28th.

C. Treasurer, Angela Jackson

1. No report.

D. Secretary, Christy Dade

1. No report.

E. Parliamentarian/Historian, Melanie Watson

1. No report.

F. Ex Officio, Nadia Eslinger

1. No report.

V. Senate Committee Reports

A. Courtesy

1. Several cards to be sent.

B. Compensation

1. Compensation committee had a meeting with HR. The position reviews to make sure classified staff are properly updated is still pending for ADHE classified job study.
2. Remote work is a hot topic. Several concerns and suggestions were discussed.
3. Loss of staff due to retirement concerns.
4. Flextime is up to supervisors.

C. Employee Recognition

1. Employee of the quarter 3 winners: Joy Ritchey (Director), Kyle Bowker (Housing/Facilities), Amanda Craig (Classified), Sarah Luyet (Non-classified).
2. April 13th is the annual service awards ceremony during X-Period in the Student center ballroom.

D. Health and Wellness

1. Several items were discussed including:
 - A. EAP telehealth
 - B. mental disorder assessments / annual exams
 - C. home birth services
 - D. dental crown coverage
 - E. weight loss surgery
 - F. “special family” insurance premium option going away
 - G. need to select a primary care physician versus always going to an urgent care facility.

VI. University Committee Reports

A. Council on Student Success

1. Committee met to discuss the importance of High Impact Practices (HIP) and the completion rates for students who go through these programs. HIP includes First Year Seminar, Service Learning courses, Study Abroad / Collaborative Online International Learning (COIL), and living in Residential colleges. Data was collected and shared but many questions were raised by the committee so the work will continue on for now.
2. Based on the study though, the time to completion was significantly higher for those that had 1 or fewer HIP than their counterparts that did 2 or more.

B. Diversity Advisory

1. Irby 414 lactation suite is now open!

VII. Constituent Concerns

A. Physical Plant - Essential Personnel - Continuing.

Question - “In the hand book does it state who are actually essential workers? As custodial this is the first year we were told to be here when campus was closed for weather. I have someone who has been here over 30 years and has never been considered essential. So can they just change the rules without any notice? Should we have had to sign papers stating that we are essential? Looks like we need better communication on this. Can we get hazard pay for coming in on snow days for all essential workers?”

Response from Amy Whitehead - Essential employees are designated by supervisors and/or vice presidents. Leadership began compiling a list of essential employees that had to report to campus for the purposes of COVID-19 during 2020. While we have transitioned out of the COVID-19 health emergency, executive staff has

continued to discuss our inclement weather response and what is needed to ensure essential campus operations continue for students and other individuals (like residents of College Square) that live on campus. Therefore, the approach to essential employee positions may feel much more formalized than it was in the past.

Under our former Physical Plant Director we would often struggle to get employees to report to campus during inclement weather (for a variety of reasons.) Lack of personnel compromises the safety and security of campus and its residents. In addition, there has been perceived unfairness when some essential employees report to campus and others do not. If an essential employee cannot safely make it to campus during inclement weather, we have offered to house and feed those employees or they can also take vacation time. Remember, on these days campus is not closed. Campus is open and residents depend on us for care.

Employees do not have to sign an essential employee form-- the form that Kevin has created is really more of a way to put employees on notice that they are deemed essential. Signing the form (or not signing it) ultimately does not negate that designation.

Finally, state law does not allow for hazard pay for employees. Our hope is that we can move all employees to a nonclassified status within the next year and we may have more flexibility to compensate individuals.

Response from Kevin Carter - The only thing I would add to Amy's response is that for the employees who report to work on inclement weather days, they are being compensated with flex time to use at a different date.

B. With campus working from home during Spring Break, some offices were unavailable for student tours. Better communication to students is needed regarding remote working days. Some suggestions included updating the website during the week to notate the WFH / Office closures, getting word out to offices that are directly impacted by the tours, and possibly updating the tours themselves during that week.

C. Clarification needed about forwarding office phones to personal cell phones for remote work days. If you are working from home and are responsible for answering calls in your area, then either forwarding your phone before you leave or setting up voicemail to go to your email so you can give callbacks. IT has some ways to help with VOIP that they can help you set up. Please reach out to them for more information.

VIII. Old Business

A. None.

IX. New Business

A. End of the year items discussion: Padfolios vs journals, t-shirts vs polos, and volunteer items. Senate is looking at ways to still be able to get needed materials without breaking the bank. No resolutions are needed at this time.

X. Good and Welfare

A. Registration link for the Professional Administrative Support Staff Reception: <https://uca.edu/training/educational-seminars/professional-administrative-support-staff-reception-april-20-2023/>

B. Volunteers are needed for May Commencement ceremonies on Friday, May 5th and Saturday, May 6th. The volunteer sign up form contains additional information about volunteer safety precautions, responsibilities, and benefits: <https://www.surveymonkey.com/r/maygrads2023>

C. [UCA Human Library Event](#): April 4, 2023 from 12-4 pm.

D. Admitted Students Open House - April 3 - 14.

E. Save the date: Julia Robison retirement reception, April 28th, 2-4 pm, Hall of Fame Room.

F. Andy Isom is leaving Housing.

G. Ice Cream social, April 18, Old Main lawn.

H. Financial Aid has moved back into Harrin Hall. 😊

I. Reynolds performance volunteers needed. Click here for form:

<https://uca.edu/staffsenate/reynolds-performance-hall-ushering-volunteer-form/>

J. Athletics: Softball is doing well. UCA #2 in mid major poll. Top 20 RPI in nation (#18), we have a good shot to go to NCAA tournament.

XI. Adjournment

A. Motion to adjourn at 10:49 by Senator Watson, seconded by Senator Fulton.

Important Dates:

April 3 - Staff Senate Nomination bios go out

April 13 - Employee Service Awards / Retiree Luncheon

April 14 - New Staff Orientation

April 17 - Election polls open for 2 weeks

April 20 - Forever a Bear Memorial

April 21 - Food Truck Fest (Green Grub Fest)

April 28 - Spring Social

May 5&6 - Commencement

May 25 - Board Meeting

June 21 - Staff Senate Retreat