



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

STAFF
SENATE

Regular Meeting Agenda

February 22, 2023

10:00 am

Wingo 315

Senators Absent:

Courtney Bryant, Elizabeth Gayfield, Myron Kuykendall, Natalie Shock, Sherita Kern, Tina Wells, Veneta Fricks

Senators Present:

Audreka Peten, Alison Taylor, Angela Jackson, Carlos Herrera, Christy Dade, Danielle Kraus, Eric Fulton, J.W. Calvery, Jennifer Day, Jennifer Olson, Jennifer Ruud, Jessica Taylor, Julia Robison, Lynetta Morris, Melanie Watson, Myron Kuykendall, Nadia Eslinger, Natalie Shock, Paige Dutton, Richard Hammond, Ricky Harris, Robby Burton, Robyn Smith, Tajaro Hudson, Travis Johnson, Whit Ables

I. Call to Order

- A. President Herrera called the meeting to order at 10:01 am.

II. Approval of the Minutes from previous meeting

- A. 02/08/23 Minutes approved via email.

III. Guest Speakers

- A. Wendy Holbrook - [Bear Boots on the Ground](#) - “[Great Mississippi River Cleanup](#)” Alternative Spring Break presentation for donation request from Staff Senate.
 - 1. “UCA Bear Boots on the Ground will partner with Living Lands and Waters on a Mississippi River Cleanup! Since 1998, Living Lands & Waters has worked on 24 rivers in 21 states and has hosted 1,145 community-based cleanups! On this project, you’ll help join the watershed conservation efforts of thousands of volunteers willing to roll up their sleeves and get dirty.”

2. They are asking for a \$764.00 Staff Senate donation to help fund the 4 night / 5 day trip for Charlotte Strickland to chaperone the UCA students that will be attending to help with the cleanup. The funds will be used for her lodging and meals.

IV. Officer Reports

A. President, Carlos Herrera

1. [Board of Trustees meeting / minutes](#)
 - President Davis announced the plan to do a 2% COLA built into the FY24 budget as well as the next two fiscal years. These funds are not from reserves, but rather initiatives like ROI, position reviews, etc. For every 1%, that's a million dollars that we have to find.
 - Board Policy 400 - Added the Windgate center to the policy
 - Board Policy 632 - Proposed increasing rates by 5% for the next FY.

B. Vice President, Jennifer Ruud

1. Staff Senate elections timeline: Next week will send out an interest form email; Apr. 3 - Send out bios to campus to review; Apr. 17-28 elections. Nominate someone for Staff Senate here: <https://uca.edu/staffsenate/nominations/>
2. Senator Robyn Smith has volunteered to join the Veterans Committee.

C. Treasurer, Angela Jackson

1. [Treasurer's Report](#)
2. One emergency fund request received, needs to be reviewed.
3. Quarter 2 professional development reimbursements complete.

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. One card to be sent.

B. Appointments

1. Spoke with senators about excess absences to senate meetings.
2. Two resignations, Shad Foley and Nicole Sumner-Wheeler due to schedules. Need to replace their senate seats and places on committees; will be At-Large for the remainder of FY23.

C. Spring Social

1. Scheduled for April 28th on McAlister lawn. Rain location will be in McCastlain Ballroom. Looking into pricing for an alternative food vendor that can serve up to 800 people at once. In the past we have used Adam's Catfish but we want to explore our options

D. Scholarship

1. Still reviewing 23/24 applications, hope to be finished by March 1st.

E. Professional Development

1. Quarter 4 funding has been awarded to applicants. Quarter 1 applications available in May. [Funding schedule can be found here.](#)

VI. University Committee Reports

A. University Training update

1. Met to discuss UCA's partnership with Vector Solutions and our employee training. Discussed the completion rates of Faculty/Staff and Students for the current year.

[UCA training policy](#)

[Faculty/Staff completion Rate - As of 1/31/2023;](#)

[Student completion rate - As of 1/29/2023](#)

2. We also discussed the goal for next year's trainings; looking to try and merge some of the trainings and make some training certifications last for 3 years instead of 1 (example FERPA).

3. New Hires – must complete training within 90 days. New Hires includes student workers and anyone brand new to the university.

4. Looking to add the ability to opt out of trainings using pre-assessments. Still looking at the options and requirements.

B. Council on Student Success

1. Discussed Working group for Non-Payment / Drop dates and the impact this has on the students and the university. Also talked about the financial risk that the university would put on itself if we allowed students to finish out the semester if they did not pay (12.5-14 Million). One huge thing that has come from this group is communication. Through the various departments around campus, what and how these depts. are communicating with students.

2. We also discussed the new grant, BEAR Life Program (Bridging Economic and Academic Resources); To support students in reaching their highest potential through community connectedness, resources, and encouragement.

VII. Constituent Concerns

A. *QUESTION:*

Our office has shared concerns regarding staff and faculty parking. Is there anyway that there is a possible citation deadline or other potential actions that can be taken when students park in our designated parking? The biggest concern is that we are required to pay an annual fee for parking and yet are not guaranteed parking spaces due to student or visitor parking.

ANSWER:

Board Policy 421, section 1, line F: A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.

Chief Merguie said they usually have patrols out every morning and afternoon, but sometimes their officers may get called off for another issue so it may not be a regular check. Unfortunately, we cannot guarantee that yellow spots will be readily available to Faculty/Staff; however, F/S are also able to use the white spots as well.

Campus citations are issued electronically and printed when issued. When the ticket is printed, it shows the fine amount and that it should be paid within 30 days or the fines double. It is also stated that the fine will be posted to the student's account along with how to appeal. The police department keeps records of any and every citations that are issued and if they have paid or not. Once unpaid citations reach a certain amount, normally hundreds of dollars worth, the student is notified and given the opportunity to make arrangements. If still unpaid and accumulating, they may risk being towed off campus.

There is also a question as to where the annual parking funds go?

Funds from this fee go to the Access and Security Fund. Access and Security funds are used to pay for new parking lots (usually, but not always, gravel lots), the cost of security camera installation and maintenance throughout campus, and maintenance of

all campus roadways, sidewalks, and parking lots. We do transfer all excess funds at year end to an unexpended plant index, Parking Lot & Hard Scape for projects that can not be completed in the fiscal year.

B. *QUESTION:*

What trends or themes have been identified from the exit interviews in the past year or two? How is UCA addressing these priorities and initiatives as it relates to our culture and values? Are exit interviews mandatory? And if so, where does that data go?

ANSWER (Response from Amy Whitehead):

Exit surveys are sent to all employees that are leaving the university. These surveys are optional for the employee to complete. All responses go to Britni in HR and she forwards those responses on to the relevant vice president. From there, the vice president can determine the best way to share or use this information.

In my discussions with members of Cabinet, I have learned that it is uncommon for an issue to be raised in an employee survey that was unknown to the supervisor or VP. Regarding any common themes we are seeing in the exit survey responses, compensation is often mentioned. However, other factors contributing to an employee's exit are usually specific to their particular position.

As an additional point of information-- HR is working on a performance management training session in collaboration with University Training. I have asked Britni to address exit interviews as a best practice within that session. Additionally, HR is adding a new process in which supervisors will receive an 'exit/transfer notification' that will outline all the things that supervisors need to complete upon an employee's exit or transfer to another department. This includes the recommendation to conduct an exit interview (along with suggested questions).

Ultimately, our hope is that frequent one-on-one conversations are happening between the supervisor and the employee to where any issues are made known and hopefully resolved (to the extent that they can be) in advance of any employee exit.

VIII. Old Business

- A. Certain student fees assessed to staff members who are taking UCA courses. - pending research.

IX. New Business

- A. Bear Boots Donation

Motion to donate \$764 for Charlotte Strickland to assist with expenses for the Bear Boots on the Ground Memphis Spring Break trip as a chaperone.

Motioned by Senator Hammond, seconded by Senator Ables; motion passed unanimously.

X. Good and Welfare

A. Reynolds Performance “Floyd Nation” March 10th, To volunteer to help out with ushering at the remaining performances at Reynolds, [please click here for signups](#).

B. [Out of the Darkness Walk](#) will be on March 4th at 9 am.

C. Basketball needs volunteers, please consider helping. [Click here for signup](#).

D. [Day of Giving](#) is on March 9th, “Color Us Purple”.

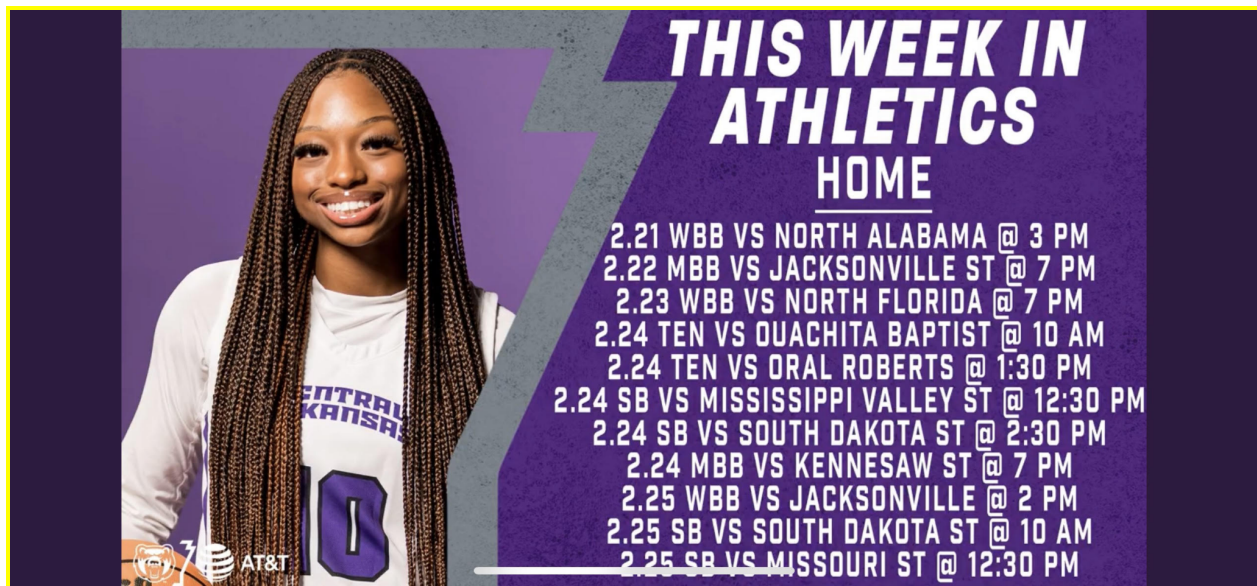
1. Students and others on campus may contribute to Day of Giving outside the Ronnie Williams Student Center with representatives from the UCA Student Government Association. Free hotdogs and hamburgers will be provided to the first 250 students, faculty and staff from 11:30 a.m. to 1 p.m. The event is sponsored by Centennial Bank and the Association of Future Alumni.

2. Announcement of totals event will take place at 1 pm on Friday, March 10th at Buffalo Alumni Hall. Remember that donations can be added to payroll and they have the benefit of pre-tax deductions.

3. [Click here to make a donation](#).

E. Baseball won Vanderbilt last night, it was SO exciting!

F. This week in Athletics:



**THIS WEEK IN
ATHLETICS
HOME**

- 2.21 WBB VS NORTH ALABAMA @ 3 PM
- 2.22 MBB VS JACKSONVILLE ST @ 7 PM
- 2.23 WBB VS NORTH FLORIDA @ 7 PM
- 2.24 TEN VS OUACHITA BAPTIST @ 10 AM
- 2.24 TEN VS ORAL ROBERTS @ 1:30 PM
- 2.24 SB VS MISSISSIPPI VALLEY ST @ 12:30 PM
- 2.24 SB VS SOUTH DAKOTA ST @ 2:30 PM
- 2.24 MBB VS KENNESAW ST @ 7 PM
- 2.25 WBB VS JACKSONVILLE @ 2 PM
- 2.25 SB VS SOUTH DAKOTA ST @ 10 AM
- 2.25 SB VS MISSOURI ST @ 12:30 PM

G. Board of Trustees meeting stated there would be a 2% COLA this year.

H. Per Senator Hammond, prorated fees for mid-semester HPER membership for family members is going into effect.

I. Huge thank you goes out to the volunteers that worked the Blue Man Group performance at Reynolds. Performance was delayed until pretty late that evening due to vehicle malfunctions.

XI. Adjournment

- A. Motion to adjourn at 10:38 by Senator Watson, seconded by Senator Eslinger.

Important Dates:

March 3 - Staff Grant Deadlines

March 9 - Day of Giving

March 16 - Campus Talk - COB

March 20-24 - Spring Break

April 13 - Employee Service Awards

April 14 - New Staff Orientation

April 20 - Forever a Bear Memorial

April 28 - Spring Social

May 5&6 - Commencement

May 25 - Board Meeting

June 21 - Staff Senate Retreat