



Regular Meeting Agenda

March 8, 2023

10:00 am

Wingo 315

Senators Absent:

Alison Taylor, Courtney Bryant, Elizabeth Gayfield, Natalie Shock, Paige Dutton,

Senators Present:

Audreka Peten, 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, Richard Hammond, Ricky Harris, Robby Burton, Robyn Smith, 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 10:01 am.

II. Approval of the Minutes from previous meeting

- A. 02/22/23 Minutes approved via email.

III. Guest Speakers

- A. None.

IV. Officer Reports

- A. President, Carlos Herrera

1. Staff Senate Meet and Greet scheduled for Monday, March 13, 2023 from 1pm to 3pm in the McCastlain Fireplace room. Please stop by and learn more about the Staff Senate.
2. Board meeting, discussion regarding Greek Village rates and construction projects for Short-Denney and McAlister renovations.
3. McCalister remodeling will include an accessibility ramp and restrooms.

4. Short/Denney Hall to be demolished after spring semester to make way for a parking lot that will have 80 spaces. They will be white, purple and handicap spaces. This will allow parking for events in Snow Fine Arts and Student Center.

B. Vice President, Jennifer Ruud

1. Michael Hopper will replace Shad Foley as the new senator representing University Relations.

2. Nominations are ongoing for 2023/2024 Staff Senate, [click here to nominate someone today](#). Last day for nominations is March 27.

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. One card to be sent.

B. Spring Social

1. Plans are ongoing. Scheduled for April 28th on McAlister lawn. Rain location will be in McCastlain Ballroom.

C. Scholarship

1. All scholarships have been awarded.

D. Staff Handbook

1. Committee met and discussed some updated wording regarding Be Well. [Staff handbook can be found here](#). Page 50 of the PDF will be updated with language for BeWell and the Employee Assistance Program (EAP). [Click here for the suggested updates](#).

E. Staff Grants

1. Met and awarded funds. Will meet again to discuss a rubric for future awarding guidelines.

- F. Compensation
 - 1. Going to meet with HR soon.

VI. University Committee Reports

- A. Retirement
 - 1. Met and discussed current TIAA CREF investments and the new retirement bill, SECURE Act 2.0.
- B. Campus Safety Report
 - 1. [Report](#) is broken down into 7 zones on campus focusing on Landscaping, Lighting, and Repairs. Any questions, reach out to President Herrera and he will contact Nelson.
- C. Environmental Health and Safety
 - 1. Lewis Science Center / Biology department has been approved to store radio-active material. Multiple safety measures have been put into place. The UCA Radioactive Materials and Safety program has three radiation officers on campus to oversee these materials.

VII. Constituent Concerns

A. Exit Interview/Surveys

1) 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?

(Response from Amy Whitehead) Exit surveys are sent to all employees that are leaving the university (not switching departments). 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.

- B. Old Main Chime - Time is off about 8 minutes for the top of the hour chimes. It is controlled by a very old computer system, but it has been updated to the correct time now. Any questions can be directed to Kevin / Nelson.
- C. Physical Plant/Essential Personnel inclement weather requirements. If unable to come in, must use vacation leave time. President Herrera will reach out to President Davis.
- D. Concern regarding why the new parking lot is not going to be green permit parking (residents). The thought process was that if there are more white/purple parking spaces, it helps with public parking for events in the Snow Fine Arts and Student Center buildings.

VIII. Old Business

- A. None.

IX. New Business

A. Food Truck Fest - It will be on Friday, April 21st. Location is still under discussion. It will have food trucks and vendor booths. Trucks will be asked to have a limited menu to increase the efficiency of serving customers. This event is for everyone. Volunteers are going to be needed. A limited number of lunch vouchers will be made available to low income students/staff.

- 1. Motion to donate \$750 towards the vouchers by Senator Hammond, seconded by Senator Olson. Motion passed unanimously.

X. Good and Welfare

- A. Several departments are hiring, [click here to view](#).
- B. Day of Giving, March 9th, there are several worthy departments that would welcome your donations. Please consider giving, [click here to sign up](#).
- C. Staff Senate Meet and Greet scheduled for Monday, March 13, 2023 from 1pm to 3pm. Please stop by and learn more about what it takes to be a UCA Staff Senator. [Nominations are ongoing, click here.](#)
- D. Career Services has the [WOW closet](#) on the 4th floor of Bernard. Available for any study to receive one free outfit per year to wear to on-campus interviews, career fairs, and even class presentations. They are requesting donations of more sizes of business

casual attire and accessories to expand the options for students. Please consider donating, gently used and new clothing can be dropped off in Career Services Office.

E. UCA is holding the [Miss Essence Pageant](#) on Saturday at Reynold's Performance Center. Our own Tajaro Hudson will be the host!

F. Conway High School girls basketball team is heading for the state championship game on Friday. Send off will be at 9 am and the girls will be signing autographs.

G.. Employee of the Quarter (quarter 3) nominations deadline moved to Friday, March 17th.

H. Campus Talk will be on March 16th in the College of Business during x-period.

I. Athletics: Softball beat Razorbacks! Woohoo! We have upcoming games with baseball, tennis and track. Please note that softball games now require tickets.

J. In an effort to increase bike usage on campus many more bikes were added to the fleet in [Campus Outdoors at the HPER Center](#) for students to 'check out' and use. Huge shout out to SGA for helping fund this endeavor

K. Reynolds Performances are needing ushers, [click here to volunteer](#).

L. The Registrar's Office has moved back into Harrin Hall!

M. Senator Robyn Smith has a new grandbaby!

XI. Adjournment

A. Motion to adjourn at 10:55 by Senator Hammond, seconded by Senator Day.

Important Dates:

March 9 - Day of Giving

March 10 - Day of Giving celebration

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