



Regular Meeting Agenda

September 27, 2023

10:00am

Wingo 315

Senators Absent: Alison Taylor, Christy Dade, Dylan Richardson, Jasmine Driver, Jennifer Olson, Robby Burton, Shelley Vangsnes, Sherita Kern, Tina Wells

Senators Present: Angela Jackson, Audreka Peten, Bryttani Bartlett, Carlos Herrera, Eric Fulton, Emily Hall, J.W. Calvery, Jennifer Day, Jennifer Ruud, Jessica Taylor, Joe Hooker, LeSha Smith, Melanie Watson, Millie Goins, Nadia Eslinger, Natalie Shock, Richard Hammond, Ricky Harris, Robyn Smith, Travis Johnson, Trisha Clark, Veneta Fricks, Whit Ables

I. Call to Order

A. President Ruud called the meeting to order at 10:00am.

II. Approval of the Minutes of previous meeting

A. 9/13/23 minutes approved via email and are posted to the Staff Senate website.

III. Guest Speakers

A. Kevin

1. Project Updates

a) Schichtl Renovation (March 2024 Project Completion Estimate)

(1) All brand new air quality/HVAC systems are being placed throughout the building.

(2) The Center for Global Learning and Engagement and the Honors College will be moving into Schichtl. The renovation includes constructing office spaces and updating classroom spaces.

b) McAlister (6-8 weeks Project Completion Estimate)

(1) Roof replacement happened last year.

(2) Fan coil units, air handlers, piping insulation, encapsulation of crawl spaces, and air quality improvements going on now.

(3) ANCRC grant helped with the lobby expansion to include new flooring and bathroom refresh.

(4) Wheelchair ramp on the south side of the building.

c) Burdick (2025 Project Completion Estimate)

(1) Working with insurance for the reimbursement from the fire. The space where 1907 Bread Co. was will be transformed into office spaces for IT.

d) Estes Stadium (Project Completed)



- (1) The concourse area to the chairback seats have been waterproofed to stop leaking into the football athletic offices and locker rooms. It also looks nicer.
 - e) Snow Fine Arts (Project Beginning Spring 2024)
 - (1) Project will begin Spring 2024 to work on air quality. This will impact class locations. Physical Plant is working with the Provost's office to organize class locations.
 - f) Student Success and Veterans Resource Center (99% Completed)
 - (1) Located in the old chapel on Donaghey and Bruce.
 - (2) Staff are beginning to move offices to the new space. Moves will continue through November 2023.
 - g) The Fountain
 - (1) The fountain is off because someone soaped it. The soap is harsh on the pumps, and new ones had to be ordered. Due to the uniqueness of the pump parts, they had to be specially ordered. The expected ship date from overseas is 11/16/23, and then it will take some time for installation.
2. Updated PP Website
- a) The Physical Plant website has been updated to make it more user friendly and now matches the other UCA sites. Residential floor plans are password protected for safety, and employees must use their UCA credentials to view them. See the new Physical Plant website here: <https://uca.edu/physicalplant/>
3. PP Uniform
- a) Physical Plant staff have new uniforms. Grounds employees have new visible shirts where they can be seen from the streets for safety. Technicians have button down shirts. All employees have jackets that will be worn during the cooler weather.
4. Custodial Contracting
- a) Custodial department has been struggling to maintain employees. The custodial services were struggling to provide quality services to the campus, so an RFP was conducted to select a custodial vendor. There are no intentions to terminate any custodial employees. There have been shifts in building assignments to provide more custodians in buildings that need more attention, and the contractors are currently working on 4 of the buildings. The RFP is for 4 years, but it is renewable annually.
 - b) Applications are still live for housing custodians, but not the general campus buildings.
5. S/D Parking Lot (6-8 weeks Project Completion Estimate)
- a) The parking lot is currently being undercut and filled to remediate the soil conditions.
 - b) There will be approximately 77 spaces. 1 row of the lot to the west side (close to Conway Hall) will be faculty/staff parking. The



middle double row will be white spaces for general parking. The row closest to the Student Center will be metered and ADA parking. How many of each space will be determined by executive staff.

6. WH Parking Lot
 - a) Western Heights behind the Conway Corp Center for Sciences has been demolished.
 - b) Approximately 50 concrete parking spots will be placed there. Spaces have not been allocated yet.
7. Transportation
 - a) There are 3 over the road drivers needed who have a CDL license with passenger endorsement. The positions will be posted soon.
 - b) New shuttle route will start next week to accommodate students traveling from Snow Fine Arts to Windgate. See the orange shuttle route and all others here:
<http://www.universityofcentralarkansas.ridesystems.net/routes/11/tops>
8. Elizabeth House
 - a) There was an ice maker leak in the house that damaged the flooring and cabinets. It is still offline, but the work will begin soon.
9. Retiring/Transferring Items
 - a) If you have items in your office that you no longer want, please try to transfer between departments as there is limited space for retired items in the Physical Plant storage for retired items.
 - b) If you would like to retire any items please contact Connie White and complete the necessary paperwork.

IV. Officer Reports

- A. President, Jennifer Ruud
 1. Class Schedule Change Support
 - a) There is a proposal from Student Success to change the class schedule to have 15 minutes between classes to allow students more time to make it to their classes, especially for those traveling from one end of campus to the other. There are various layers to consider such as lab schedules, accessibility, course locations, etc.
 2. 40th Anniversary
 - a) Please refer to the 40th anniversary design for this year's celebratory programming as artwork
- B. Vice President, Whit Ables
 1. New Senator Jennifer Jones
 2. Senator Opening for Finance & Administration
- C. Treasurer, Angela Jackson
 1. Absent, No report.



- D. Secretary, Veneta Fricks
 - 1. No report.
 - E. Parliamentarian/Historian, Melanie Watson
 - 1. No report.
 - F. Ex Officio, Carlos Herrera
 - 1. Staff Senate is considering creating an order form through the foundation for past Staff Senate senators to order through the foundation. This is the senator's only shirt.
 - 2. There will be a different shirt design for all staff to be passed out during homecoming. The design is almost complete.
- V. Senate Committee Reports**
- A. Courtesy Committee
 - 1. 1 card requested
 - B. Outreach & Communications Committee
 - 1. W(h)ine and Cheese is scheduled for 9/28/23 from 4:30pm-6pm in the Buffalo Alumni Hall.
 - 2. The newsletter covering Staff Senate initiatives, news, award, etc. from the first quarter will be out in early October.
 - C. Emergency Fund Committee
 - 1. There are 2 requests in the queue, and the committee will meet to discuss them.
 - D. Compensation Committee
 - 1. Will meet soon to brainstorm suggestions to present to President Davis about salary compression. One of the topics will be to discuss incorporating some departmental allowances in the work schedule.
- VI. University Committee Reports**
- A. Employee Benefits Committee
 - 1. Insurance premiums will increase by 10%. This percentage increase is lower than other companies (15%) that are not self-funded.
 - 2. The deductible and out of pocket cost are both going up by \$500. UCA will still pay 74% of the claim costs.
 - 3. The discounts for the family health plan for which two UCA employees together on a plan get significant discounts will be going away. The plan discount will remain in effect, but new employees will not receive the discount.
 - 4. The GAP plan will remain.
 - B. Homecoming Committee
 - 1. Food drive
 - a) The homecoming committee will be doing a food drive during homecoming week to benefit the Bear Essentials food pantry.
 - 2. Office decorating committee



- a) The homecoming office decorating competition will take place again this year. If you are interested in helping to serve as a judge, please contact Ricky Harris.

C. University Committee on Committees

1. The committee met to approve university committees, staff senate committees, and faculty senate committees. The committee will meet again to review the SGA committees.

VII. Constituent Concerns/Communication

A. Police Photos

1. There was a constituent concern about UCAPD officer photos not being displayed on the UCAPD website. The concern was brought to Amy Whitehead, Chief of Staff. The website should be updated with officer photos soon.

VIII. Old Business

A. None

IX. New Business

A. None

X. Good and Welfare

A. Senator Jenny Ruud

1. Congrats to Senator Nadia Eslinger who successfully defended her dissertation this week.

B. Senator Millie Goins

1. DBIE week will happen 10/2/23-10/6/23. Click [here](#) for more information.

C. Senator Emily Hall

1. Banned Books week will happen 10/2/23-10/6/23. Click [here](#) for more information.

D. Senator JW Calvery

1. Early Career Group started for employees in higher education for 6 years or less. To be included in events and on the ListServ, email JW Calvery.

E. Senator Trisha Clark

1. The Windgate opening was a huge success. Thanks for attending!

F. Senators Natalie Shock & Jessica Taylor

1. Click [here](#) for the different athletic schedules.
2. Click [here](#) to get you athletic event tickets.

G. Senator Eric Fulton

1. Arkansas PBS Family Day is happening on Saturday, September 30th from 10am-2pm at the PBS studios on campus.

H. Senator Audreka Peten

1. October 13th drop date for students who have a remaining balance on their accounts. If they have questions or concerns, please encourage the



students to reach out to Financial Aid or Student Accounts prior to October 13th.

- I. Senator Nadia Eslinger
 - 1. During DBIE Week there will be a presentation on How Students Feel about Equity at UCA. The meeting ID is 856 4996 6453.
 - 2. Family Weekend will be October 6th through October 8th. Click [here](#) for a schedule of events.
 - 3. Sign up to volunteer for UCA Basketball [here](#).
 - 4. Food Truck Fest will be happening on Friday, October 27th.
- J. Senator Bryttani Bartlett
 - 1. Bear Facts Day will be Saturday, October 7th. For more information click [here](#). There will be a Bear Fair to showcase the various registered student organizations. RSOs who attend will be entered to win \$200 for their organization.
- K. Senator Angela Jackson
 - 1. The Office of Diversity & Community along with Students for the Propagation of Black Culture is hosting a book drive to benefit Theodore Jones Elementary in Conway and the Seventh Street Elementary school in Little Rock that was severely impacted by the March 31st tornado. For information about drop off locations click [here](#).
 - 2. Hispanic Heritage month is September 15th through October 15th. For information about events, click [here](#).

XI. Adjournment

- A. Motion to adjourn at 11:07am by Senator Melanie Watson, seconded by Senator Whit Ables.

Important Dates:

September 28th - W(h)ine and Cheese reception, Buffalo Hall (4:30-6:30)

October 27th - Food Truck Festival

December 5th - Faculty/Staff Senate Holiday Reception 5pm–6:30pm (at the President's house)

December 6th - WinterFeast

Upcoming Guests

October 11th - Guest Human Resources

October 25th - Kim Klotz, Canva

November 8th - Wendy Holbrook

Feb 28th - Dr. Angela Webster