



Regular Meeting Agenda
August 28, 2024
10:00am
Wingo 315

Senators Absent: Lucee Lugo, Trisha Clark

Senators Present: Adam Crain, Alexandria Smith-Todd, Audreka Peten, Dylan Richardson, Emily Hall, Eric Fulton, Garrett Rimmer, J.W. Calvery, Jasmine Driver, Jennifer Ruud, Jessica Taylor, Jessica Morgan, Jennifer Olson, Kendra Erickson, Lizzie Langston, Melanie Watson, Ricky Harris, Robby Burton, Robyn Smith, Shalia Delph, Shelly Vangsnes, Sherita Kern, Travis Johnson, Teresa Burton, Trey White, Veneta Fricks, Whit Ables

I. Call to Order

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

II. Approval of the Minutes of previous meeting

A. Will be sent for approval and then sent to the larger body. We have sent the ones from the previous meeting to all F/S.

III. Guest Speakers

A. None

IV. Officer Reports

A. President, Whit Ables

1. Update on the salary study- had a kick off meeting to start transferring files to Gallagher. Kudos to Amy Whitehead and her team for all the work they are doing. Please note this is a salary study and not a compensation study. Compensation includes salary and other benefits (i.e. retirement). Staff position descriptions were done in June/July and the purpose was to ensure that all employees had a detailed description of their work, which would allow Gallagher to slot each person in an appropriate benchmark position. There was a 95% completion rate on responses. In addition to the position and descriptions, HR also provided over 90 employee positions to help in the benchmarking process. They are also pulling information from peer institutions. They had a list of peer institutions that they are using to compare and filter.
2. The current state of benchmark positions hopefully will be done by the end of this week and then the entire implementation team will get an update on our next meeting on Sept. 4th.
 - a) Benchmark positions are considered roles as reference points to compare and analyze compensation across various positions within a company or industry. They serve as standardized positions with well defined responsibilities that make them ideal for comparison. A detailed look to address standardization, market comparisons, internal equity, job matching and salary surveys. It is a little difficult for staff to have benchmark positions because of the nature of our jobs. Even within the same title, they may do vastly different things in different offices. More

info to come at the next Staff Senate meeting. Exciting things are happening

3. Shout-out to J.W. because he suggested this idea. He suggested a luncheon for Staff Senate and constituents and we love it.
 - a) Outreach and Community will do marketing to promote and plan
 - b) On one of the 'Focus Fridays' in each semester, we will be reserving the President's Dining Room in the Christian Cafeteria and have employees be there and have lunch with one another.
 - c) We will try to get some meal tickets to cover the cost—not sure where we will land on that, but it will be a good event regardless.
 - d) The tentative Fall date pending room reservation is Oct. 4th. We will get times and details out once we finalized the room. Spring date is TBD; will be discussed later

B. Vice President, Veneta Fricks

1. The committees' page on the Staff Senate website has been updated. As updates are needed, please let Senator Kern know so she can update the site

C. Treasure, Melanie Watson

1. We've been spending money. We bought polos for the new senators; awarded \$1200 for professional development so far; plaques/trophies for Employee of the Year- \$152.25; Aramark standing order for Admin Coaching Circle; \$500 awarded from the emergency fund

D. Secretary, Sherita Kern

1. Reminder to speak clearly and announce your name to help with transcribing minutes
 - a) Comment from Senator Hammond- is there a possibility at getting several mics for the table during meetings to help with sound
2. All volunteer opportunities are now going through GivePulse. Football and Reynolds links have been sent out. If there are any issues you see or experience, please give me that feedback. This is new and we are using this semester as our pilot. Football was the first test. Once we get the basketball schedule, we will get them set up. GivePulse is also "universal", so staff will have access to review all of their volunteering and the amount of hours and export documentation
 - a) Comment from Senator Fulton- it is going well so far!
 - b) Question- Ex Officio Ruud- Is HR able to pull from GivePulse to get the volunteer hours information?
 - (1) Response- Senator Kern- we will follow the same procedure that Lesley Graybeal does with commencement via GivePulse by exporting the information. It will be lot less time consuming for Vice President Fricks

E. Parliamentarian/Historian, Travis Johnson

1. Reminder to keep side conversations to a minimum. We have been doing great.

F. Ex Officio, Jenny Ruud

1. At the May board meeting, the board voted that staff taking classes would no longer be charged the 'Access and Security fee,' which is parking and other things, but staff are still being charged the fee. I will follow up and make sure that it has been communicated.

V. Senate Committee Reports

A. Reynold's Committee- Senator Hall

1. Met on Monday and we have submitted our committee report. The biggest change this year is that Reynold's has moved up their show start time from 7:30

pm to 7 pm. This is better for the volunteers because they don't have a 30 minute gap anymore. Everything else is the same with volunteers arriving at least 90 minutes before to go through the training. Training is mandatory for every volunteer for every performance regardless of how many times you've volunteered.

2. The first performance, Shrek, is fully staffed with volunteers. We have several for the other performances as well. Shout-out to Senator Kern for working with us on GivePulse. Volunteer opportunities are only open through October to make sure all the issues are worked out.

B. Angel Bear Committee- Vice President Fricks

1. We already have all the deadlines and dates. It will not be published until Oct. 4th and includes digital and paper applications. Our timeline is not centered around Black Friday anymore, but it is centered around WinterFeast. We didn't see a huge benefit from last year with moving it up.
2. We are doing a \$60 minimum again to ensure the angels get more things they want from their list.

C. By-laws Committee- Parliamentarian/Historian, Travis Johnson

1. We discussed some changes that need to happen:
 - a) The committee doesn't have a charge to inform us of our purpose. The co-chairs have a draft and will share with the committee soon and analyze the bi-laws to make sure it is up to date. The current copy available says 2021
 - b) If you are on the committee, you should have received an email with more info and a calendar invite.

D. Courtesy Committee

1. 2 cards requested.

VI. University Committee Reports

A. Academic & Integrity committee- President Ables

1. met to review a case and a decision was made

B. Council on Student Success- President Ables

1. met and you may have gotten an email from Dr. Kevin Thomas with a survey on barriers and what ideas you have to help with student success.
2. We reviewed those responses and notes from a previous meeting and there were similarities that we saw. We are planning to do a follow-up and something different with faculty and students (different types). Really good work happening

C. University Committee on Committees- Vice President Fricks

1. We met and we voted on the Staff Senate University committees, so you can now get to work.
2. We approved the Scholarship committee. A position was added for Transfer students
3. The Office of Student Success Services came to talk about a new committee request, First Gen Student Success committee. For awhile they have been working on their own and pulling people into to help and now they will have the support from Office of Student Advocacy and Community and this committee to support our first gen students
 - a) It was approved
4. Point of information- Senator Calvery
 - a) If someone is asking for student services, does that mean student success services

- (1) Response-VP Fricks: You would have to ask them because they are so many types of “student services,” so you can direct them to the right place

VII. Constituent Concerns/Communication

A. Update on Previous Concern: Why is there only one person responsible for the Micollab telephone system? With one person, there is a delay in responding and getting the issue fixed.

- 1. **Response from Trevor Seifert:** Thanks for reaching out. The Network team is responsible for the VoIP system, not just one person. With that said, there are functions within the VoIP system that might only have one person within the team as the subject matter expert. As those areas are identified we make an effort to cross team other team members. Let me know if you have any additional questions or concerns.

B. Concern 1: A constituent approached President Whit Ables verbally about the availability of the pool in the HPER Center being ambiguous and not readily available. The constituent mentioned that they could not find the times the pool would be open online and would need to physically go to the pool to see if it was open. The constituent also mentioned that they have showered and prepared to swim only to be told that the pool was closed for an event or not available. The constituent wanted to know if there was a place where the hours for the pool would be available online or if the visibility of these hours could be increased.

- 1. **Response from Richard Hammond:** I am attaching the website photo that has our hours on it. Also it has our social media links that can be followed to get the last minute notices of the pool closures. I do agree that some recurring events that have the pool closed as for example the Conway practice times should be listed on the website since we know that it is closed at that time several days a week. I will make sure that our staff does a better job of getting information out to the public about times that we know the facility will be closed for special events and we should have that information available no later than a week in advance of the event. Hope that helps but if you need anything else please let me know.

The screenshot shows the website for Campus Recreation and Wellness at the University of Central Arkansas. The main heading is "2024 Fall Semester Hours" with a sub-heading "Fall hours start on Saturday, August 17". The hours are organized into three sections: HPER CENTER, AQUATICS CENTER, and CAMPUS OUTDOORS. Each section lists hours for Monday-Thursday, Friday, Saturday, and Sunday, with specific notes for the Labor Day Weekend (August 31 and September 1) and a closure on Monday, September 2.

Center	Day	Hours
HPER CENTER	Monday-Thursday	6:00 am - 12:00 am
	Friday	6:00 am - 9:00 pm
	Saturday	9:00 am - 6:00 pm
	Sunday	5:00 pm - 12:00 am
	Labor Day Weekend (Sat, Aug 31; Sun, Sep 1)	10 am - 5 pm
AQUATICS CENTER	Monday - Thursday	6:00 am - 10:00 pm
	Friday	6:00 am - 7:00 pm
	Saturday	10:00 am - 5:00 pm
	Sunday	5:00 pm - 10:00 pm
	Labor Day Weekend (Sat, Aug 31; Sun, Sep 1)	10 am - 7 pm
CAMPUS OUTDOORS	Monday and Tuesday	1:00 pm - 6:00 pm
	Thursday and Friday	1:00 pm - 6:00 pm
	Labor Day Weekend (Sat, Aug 31; Sun, Sep 1)	1:00 pm - 6:00 pm

Additional information from the screenshot includes the website URL uca.edu/campusrecreation and social media links for Facebook, Instagram, and Twitter.

- C. **Concern 2:** Attached you will find my statement for this semester. I have circled the fee that I feel needs to be addressed. As an employee, I cannot take all face to face classes. When looking over the statement I noticed the fee for \$351 for online classes. This seems a little steep. The fee is more than I am paying for the class after the tuition is reimbursed. Can you please look into this?
1. **Response:** President Ables will reach out to Amy Whitehead and Student Accounts for clarity on how this Employee Tuition Remission is being applied.
- D. **Concern 3:** Good afternoon, I had someone come to me concerned that department heads and management don't have a clear understanding of the Board Policy 623 regarding Staff members taking classes this semester. In this case, the employee opted to take 2 classes this semester and it was approved by [their] supervisor. One class is using [their] designated class time and the other using [their] lunch hour. Now that classes have started [their] supervisor is trying to have [them] use [their] lunch hour for [their] first class and then make up the time (staying later or coming in earlier) for [their] second class. This employee feels very intimidated and doesn't want to upset [their] supervisor by taking advantage of [their] UCA Educational Benefits that was previously approved. I think it may be a good idea to send out a UCA Inform explaining the policy or possibly an email with the policy and an example for clarification. Thank you,
1. **Response:** President Ables and Ex Officio Ruud reached out to HR for clarity on UCA Educational Benefits.
- E. **Concern 4:** Someone asked that there be improvements to shuttle info available online
- F. **Concern 5:** For info that doesn't pertain to a specific college/department (i.e. X-period), where do students find that information?
1. **Response:** Reach out to Academic Advising- a lot of that info is covered; FYE sends a Blackboard assignment to all incoming students that covers many of the things; Student Success Services publishes a brochure and would be a good resource
- G. **Concern 6:** Is there an update on employees receiving time to exercise during the work week?
1. **Response:** President Ables is still working on it.
- H. **Concern 7:** A group consisting of VP Fricks were discussing the Convocation awards and we appreciate the recognition. However, there was a huge disparity in the room regarding the amount given to faculty awardees vs staff awardees. The staff runner-ups got nothing. What can be done to make it more proportionate between faculty and staff being recognized?
1. **Point of Information-** Senator Kern: Do we know the funding source of the faculty awards?
 2. **Response:** Exec follow up on options/opportunities for conversations.

VIII. Old Business

- A. None

IX. New Business

- A. None

X. Good and Welfare

- A. Senator Whit Ables - I got IRB approval to start data collection for my dissertation
- B. Senator Veneta Fricks - The Dean of Students has rolled out 313-TALKUCA, an anonymous reporting mechanism for any student concerns and students are texting and it is working. Please encourage your students to use it and you can use it as well. Our

official launch date with promo items on September 5th from 1 pm- 3 pm in the Student Center.

- C. Senator Richardson- campus daily tours will start back on Sept. 3rd and they will be coming out of Harrin Hall.
 - D. Senator Smith-Todd- The Division of Student Affairs launched a podcast for new students acclimating to UCA. Check it out- U@UCA on Spotify and Apple Podcast
 - E. Senator Erickson- The students are back! Housing is going through no-shows to hopefully start transitioning students from temporary spaces to permanent assignments.
 - F. Senator Hall- Today is the last day to add classes or drop classes with 100% refund.
 - G. Senator Driver- Financial Aid has been working extremely hard. Funds will be dispersed on Sept. 3rd
 - H. Senator Calvery- had our first UCA Commitment Worker to start in the library today.
 - I. Senator Eric Fulton- we are getting volunteers signed up for football. We have at least one person for each home game. We are still looking for volunteers.
 - J. Senator T. Burton- Counseling Center registrations are pouring in
 - K. Senator Garrett Rimmer- we are sold out of Arkansas State tickets
- XI. **Adjournment**
- A. Motion to adjourn at 10:45 am by Treasurer Melanie Straw-Watson seconded by Senator J.W. Calvery.

Important Dates:

- August 29 - Back to School Breakfast (6:30-9am)
 - Location: McCastlain Ballroom
- December 3 - Holiday Reception at President Davis's House (5:00-6:30pm)
- December 4 - Winter Feast
- December 11 - Holiday Breakfast (6:30-9am)
 - Location: McCastlain Ballroom