



**Regular Meeting Agenda
September 11, 2024
10:00am
Wingo 315**

Senators Absent: Adam Crain, Jessica Morgan, Lizzie Langston, Lucee Lugo, Shelly Vangsnes, Trey White, Trisha Clark

Senators Present: Alexandria Smith-Todd, Audreka Peten, Dylan Richardson, Emily Hall, Eric Fulton, Garrett Rimmer, J.W. Calvery, Jasmine Driver, Jennifer Ruud, Jessica Taylor, Jennifer Olson, Kendra Erickson, Melanie Watson, Ricky Harris, Robby Burton, Robyn Smith, Shalia Delph, Sherita Kern, Travis Johnson, Teresa Burton, 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.

III. Guest Speakers

- A. None

IV. Officer Reports

A. President Ables

1. The campus talk tomorrow has been canceled. The next one will be October 15th and that'll just be in the usual place X period at the College of Business Auditorium.

B. Vice President Fricks

1. No Report

C. Treasurer Watson

1. No report other than everybody should have gotten a copy of budget and we'll approve that later in the agenda/meeting

D. Secretary Kern

1. Please make sure to vote for approval of the minutes and then I'll get those sent out. If we have majority by this afternoon, I'll get that sent out to all faculty and staff and those will be uploaded to the website. Reminder, if you have any GivePulse feedback or anything that you hear from constituents as they're trying to sign up, please let me know so we can make those changes.

E. Parliamentarian/Historian, Travis Johnson

1. I want to acknowledge that we have a proxy in the room. Mr. Drew Richardson from Student Success. We are working on getting the Proxy verbiage clearly defined in the by-laws and we'll have more information on that soon.

F. Ex Officio Ruud

1. The Staff Salary review committee met last Wednesday and they have created 208 benchmark jobs for staff. It was very technical work on behalf of HR. They're going to use multiple surveys to come up with a range for those positions. And then for additional staff positions, because it's very complicated (because a program director here is not the same as program director over there),

they're going to slot those in to the benchmarks where appropriate. They're going to be focused on using geographic data, so they won't be comparing us to, for instance, a school in New York City or Los Angeles. It'll be in our geographic region. And also looking just at public, not-for-profit and comparing it accordingly.

- a) It's very technical work. They hope that this will be finalized in the Spring.

V. Senate Committee Reports

A. Compensation Committee

1. We did meet and we discussed the charge of the committee. I sent out a When is Good to discuss pertinent issues. During a previous meeting, we discussed three points that we wanted to address:
 - a) Exercise leave
 - b) Career Service Longevity Awards.
 - c) The most pertinent issue is what we want from the salary study (basically compensation for all staff versus going into market equity)

B. Handbook Committee

1. Handbook committee met mostly just cleaning it up, going to take some of the pictures out to easier forma. They decided rather than pulling board policy and putting it in the handbook, you will find links to that policy. So when you have questions, you can hit that link and it should take you to that board policy or tell you where you can find that information.

C. Professional Development Committee

1. So all 10 that applied got at least something. We also cleaned up the application starting/end dates on the website. We are changing some of the language in the Google form for clarification. I'll get that to you soon, so we are in full swing and the next application cycle should open up here in about six weeks, so Awesome.
 - a) Point of Information- for those who are awarded those funds, do they have the volunteer requirement? What is the timeframe? Is it during this fiscal year?
 - (1) Answer- Yes and they have the fiscal year. Not the calendar year; however they should be mindful that volunteer opportunities don't always span the fiscal year when thinking of scheduling

D. Employee Recognition Committee

1. We are going to open nominations next Monday, the 16th until the 27th and we are going to have all the winners by the first week of October. UCA bookstore are going to donate some goodies to the winners of the quarter

E. Courtesy Committee

1. 2 cards

VI. University Committee Reports

A. Retirement Advisory Committee

1. There was a discussion of adding an option that was offered by TIAA that hasn't been finalized.

B. Traffic and Parking Appeals Committee

1. There were five tickets reviewed.

C. Veterans Committee

1. Next November we are attempting to get the Vietnam Memorial traveling wall back. It cannot be left unattended. So if we get it, start thinking if you have a group or organization that might want to do a shift. We're going to try to get the

ROTC to do the deep night shift, or maybe a Boy Scout troop or something that we can have people there to essentially monitor it. So just keep that in mind for next November.

D. Employee Benefits Advisory Committee

1. There are no plan design changes for 2025 in our health plans. The Be Well premium discount will continue to be participation based and will provide a \$20 a month discount on insurance. UCAs actuary noted that the Payer Matrix Pharmacy savings program, which was for the specialty drugs, has made a noticeable dent in pharmacy costs. In fact, the one year projected savings and fees are between 600,000 and \$700,000 for the university.

VII. Constituent Concerns/Communication

A. Update on Previous Concern: 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 from Bridget Fortenberry:** Good morning. We are happy to send out a reminder to campus about our policies and frequently asked questions regarding this policy. It is ultimately up to the employee's supervisor and department manager though on whether it is approved or not. "During normally-assigned work hours, employees may take no more than six credit hours in the fall and/or spring semesters and no more than three credit hours during each summer term. The first three credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three credit hours during his/her lunch period. Time off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal workloads or exceptionally busy periods of the workday." If this is a specific concern we welcome the employee to come speak with HR and we are happy to review and hopefully resolve the situation.

VIII. Old Business

A. Professional development clarification/reminder: If it's anything like tuition or similar, refer the person to the appropriate funding source— So staff grants, scholarships Professional development should be used specifically for professional development purposes.

IX. New Business

- A. 2024-2025 Budget review and approval**
 1. Budget approved and second

X. Good and Welfare

- A. Senator Emily Hall - I've fully moved into my new position as the Associate Director of UCA's Online, Transfer, Returning students, and we'll be having our first transfer Friday event this Friday. And we have several that are planned for the rest of the semester. So if you are in contact with any transfer students that are wanting to come and get more information on campus, have a short tour, lunch on us, please refer them to our website or you can refer them directly to me and we'll get them taken care of.
- B. Senator Jessica Taylor- Daryl Walsh is retiring at the end of September and me and Garrett (Rimmer) are going to absorb some of those things. So basically if your department relies on Daryl, he won't be here after September 30th, so reach out to me or Garrett or Matt if you have questions or issues.
- C. Senator Garrett Rimmer- sent out an email on Monday reminding all faculty and staff . You guys do not have to walk all the way across campus to pick up a ticket. You can order those online, so any faculty that you know of that are wanting to attend the game, they can order online. They can pick, they can order tickets for the last game, the season, first game, whatever y'all want.
- D. Senator Tiffany Turner- SGA is starting SAFA (student activity fee allocation) season. Um, so if you have a student organization that you advise and they've requested funding in the past/ never requested funding before... we do a process where we give money to student groups and the trainings are Tuesday, September 17th and Thursday the 19th. They are in 225 in the Student Center during X period. The hearings will be October 1st through the 3rd. The application/the signups for a hearing should already be open in Cub Connect. If you can't get to it, let me know. Renovations in the Student Center first floor are done.
- E. Secretary Sherita Kern- Career Services has a new clothing closet that we started this semester. It's called the SEW Closet. It stands for Student Everyday Wear and located on the second floor in Bernard Hall. So if you have students that need free clothing or would like to check it out, please send them. It is open from 11 to 3 pm Monday through Thursday. We still have the WOW closet, which is World of Work closet, on the fourth floor of Bernard Hall, and it only has professional clothing. Donations for either closet can be dropped off during business hours on 3rd floor.
- F. Ex Officio Jenny Ruud- If you work with students tomorrow is the last day for them to be able to drop a class and get any kind of money back. You get 75% back tomorrow after that. They get, they can still drop a class academically, but they would receive \$0 back
- G. Senator Eric Fulton- Library new: Chrissy is no longer with us.
- H. Faculty Senate President Brent Shires- I was really excited to be able to get started with our executive collaborative meetings. It's good to be able to share information back and forth. It's entirely our desire as faculty senate to work as one big team on as many projects and life issues as possible. There's no balkanization needed on this campus. So whenever there's common interest, I'm more than happy to work with all of you and, and share efforts. I appreciate you. Thanks for having me as always.
 - 1. I know there are some employees on campus who may be full-time staff, but they may have instructional responsibilities. We had some difficulty with the part-time Faculty Senator election. I think there was some uncertainty about who is eligible to vote. Just for clarification, it is supposed to be people who are adjunct faculty who are part-time employees and not full-time employees. So, if there's somebody who is a part-time staff member who also teaches, that's eligible, but if you're a full-time staff member who also teaches, they're not eligible. We ended up with all kinds of different categories of people voting that made my life a headache. You'll see on Friday if we're having the runoff for that position. So please encourage any adjunct faculty that you have within your colleges or your areas that you know of to vote for that position. Thank you.

XI. Adjournment

A. Motion to adjourn at 10:41 am by Senator Turner; seconded by Senator Taylor.

Important Dates:

- 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