

**Staff Senate Retreat Meeting Minutes**  
**July 9, 2015**  
**Pauline Whitaker Arena**

**Members Present:** Denise Bignar, Donna Carter, Blake Chapman, Christopher Clanton, Stacey Clay, Laura Cochran, Cat Donnelly, Kandice Erwin, Christopher Frala, Stephanie Freedle, Lisa Frye, Erika Gamboa, Nicole Green, Derrick Hartberger, Roy Hatcher, Jeremy McAtee, Devyn Moore, Cindy Morley, Eva Owens, Mary Skinner, Carrie Sparks, Eric Specking, Elon Turner, Lisa Turner, Teresa Waddell, Todd Walters, Trish Watkins, Tiffany Wimberly.

**Members Absent:** Barbara Abercrombie, Brittany Acuff, Angela Davis, Marweta Haegele, Hershel Hartford, Autumn Parker, Stephanie Bukoski-Smith

- I. The meeting was called to order by Chair, Trish Watkins at 8:45am.
- II. A motion was made, seconded, and approved to adopt the agenda as presented.
- III. A motion was made, seconded, and approved to accept the meeting minutes as presented.
- IV. Roll Call – Teresa Waddell
- V. Roundtable introductions for all senators.
- VI. Campus Council – Staff senate, Faculty senate, ASG
  - a. Chair is David Gay and Vice Chair Lisa Frye.
  - b. Rekindle Campus Council to be well established to cover the senate bodies.
  - c. Chairs will set regular meetings once a location can be scheduled consistently.
  - d. Expectations for Campus Council members
    - i. Looking for more interaction and connections between the groups.
    - ii. Encourage more participation and activity among all the groups to bring matters to the administration
    - iii. Matters from HR, insurance changes for example, would've benefited from campus council input. For better information share and dissemination. Other things coming this year that we want to work on. Waiting on leadership in many areas. Only one staff member on Chancellor Search. Need for clear communications between that search committee and us.
    - iv. Link from newswire about Chancellors search status.
      1. <http://news.uark.edu/articles/26953/president-bobbitt-outlines-process-for-chancellor-search>
      2. <http://news.uark.edu/articles/27813/website-for-chancellor-search-launched>
  - e. Nomination and Affirmation of Campus Council Members
    - i. Staff Senate needs 16 members of this group to serve.
    - ii. By a show of hands, the following 13 senators are prepared to serve:
    - iii. 1. Blake Chapman, 2. Stacey Clay, 3. Laura Cochran, 4. Cat Donnelly, 5. Erika Gamboa, 6. Nicole Green, 7. Roy Hatcher, 8. Devyn Moore, 9. Cindy Morley, 10. Mary Skinner, 11. Eric Specking, 12. Elon Turner, 13. Todd Walters.

- f. Members of the Campus Council Executive Committee
  - i. Roy Hatcher nominates to recommend Eve Owens and Trish Watkins for the Campus Council Executive Committee. All senators voted in favor. Nomination to recommend carries.
- VII. Committee Overviews
  - i. Awards – Mary Skinner – small group and few meetings.
    - 1. Charged with Fall PT Award and Spring Outstanding Team Award
    - 2. Come together to fine tune tasks and set deadlines. Spring is very lengthy. Advertise, and take the time to read through applications on recipients.
    - 3. Independent time required twice a year to review applications.
    - 4. Team Feb and PT October
  - ii. Communication – Teresa Waddell
    - 1. Looking for technical creative people to assist with webpage, and newsletter.
    - 2. Other tasks as well.
  - iii. Elections – Blake Chapman
    - 1. All new term senators are already picked for this committee.
    - 2. Web-based elections site with a goal to update and better secure the site.
    - 3. Committee charged with nominations, elections, and verifying eligibility for nominees.
  - iv. Employee of the Quarter/Year – Denise Bignar
    - 1. Has been chair for many years.
    - 2. Committee help needed with matching titles for nominees to the proper category.
    - 3. Much work is done over email to easily share info with HR for those selected.
    - 4. Need help with presenting awards. Presentations take place 5 times a year (4 quarters, Emp. Of the Year)
    - 5. Nominations currently opened until the July 15<sup>th</sup>.
  - v. Internal Affairs - Lisa Frye
    - 1. Committee charged review of current and proposed polices that affect staff on campus.
    - 2. Inclement weather, survey for childcare, sanctioned winter-time donations, and service.
    - 3. Other future matters will include topics such as fringe benefits.
    - 4. Matters that affect daily lives of staff and also overlap with Legislative and Office of Personnel Management.
  - vi. Legislative – Hershel Hartford – absent (overview given by Trish Watkins)
    - 1. Committee is charged with following legislative matters and active bills.
    - 2. This year there is no session, but we would like to invite them to come to the campus and have lunch with the group to get to know us.
    - 3. Work close with HR if changes are effected and progress happens with classified positions. In the past the opportunity to have candid conversations has brought to light some pain points for staff.
  - vii. Transit, Parking, & Safety – Jeremy McAtee

1. Committee charged with making recommendations for parking matters for staff, safety, and construction matters.
  2. Goal – set a limit on parking fees rather than annual 5% increases.
  3. Meet 4 times a year unless there are urgent matters.
  4. Much is done by email correspondence.
  5. Good to know the future of campus as it relates to current resources vs. the growth.
- viii. Scholarship – Elon Turner
1. This is second year as chair.
  2. Committee charged with awarding scholarships in support of continuing education and advancement for staff on the campus.
  3. Endowed fund is at or around \$100k.
  4. New phase for the committee
    - a. Increasing outreach to staff on campus to bolster awareness
    - b. Not fall down on giving that keeps the endowment up via U. Advancement
    - c. Additional support offered where it's not been in the past.
    - d. What other ways could we help staff advance themselves through the charge of the scholarship committee. Falls in a very busy time of year.
    - e. Consider smoother opportunities, perhaps twice a year.
  5. Looking for those with academic experience, advancement experience, and communication to spread awareness of the program.
- ix. Special Events – Brittany Acuff absent (overview given by Trish Watkins)
1. Meetings are every 2-4 weeks leading up to picnic
  2. HR Fair
  3. Refreshments for forums
  4. Retreat support

Trish asks senators to choose 4 committees and to list those in order of preference.

- I. A motion was made, seconded, and approved to adopt the resolution prepared for Dr. Gearhart as read.
- II. Dr. Gearhart was not able to come due to scheduling conflict and sends his regards. Staff senate will honor him at a later date. Trish will send that announcement once scheduled.
- III. Goal setting - Be out there and make others aware of us. #1 Goal is to position ourselves and get us out there as much as possible.
  - a. Work Move-in as a group / take a photo / meet.
  - b. Help each other through community service.
  - c. Establish ad-hoc committees. Recommendation to invite interested non-senate staff to assist with this. Chairs and members needed for each one. Consult the chair to know how many people are needed for sub-committee.
    - i. "Staff Appreciation Week"
    - ii. (Resources/Issues) Research staff with special needs
      1. Handicapped/accessibility
      2. Lactation rooms
      3. Work-life balance

- iii. Staff Discounts – Currently under HR.
    - iv. Resolution Committee – Cat Donnelly volunteers to Chair.
  - d. Keep our commitments better and minimize the chance of overloading one person for staff senate tasks. Senators should consult their supervisors to discuss and determine reasonable commitment levels for ones role in staff senate.
  - e. Newsletter planning, possible ideas for material.
    - i. Segment out stories to individuals to produce
      - 1. Example Weather events are chances to highlight FAMA, Transit, UAPD.
      - 2. Staff spotlights
      - 3. Meet the senators
      - 4. Continued using Facebook and Twitter
      - 5. Consider expanding informational slides on video boards / Fourwinds screens slide to highlight staff and staff matters.
  - f. Continue to fight for a move away from lump sum merit bonus and instead an annual percentage merit increase to base pay.
    - i. Something is better than nothing. But the term bonus has a stigma from the staff perspective.
    - ii. It was researched a few years ago and it was found we're the most active staff senate within the state.
  - b. Retain good staff. With Top 50, comes top students, and top faculty. We do have top staff so let's reward them. Staff are leaving along with their great knowledge.
- IV. Around the Senate
  - a. Brief discussion of procedures for an officer's withdrawal when nominated to an officer's seat. By-laws updating will be done in executive review.
  - b. Attendance clarification and absence notification
    - i. Currently meeting invites will officially block 1.5 hours of your time.
    - ii. Declining the calendar appt. does not count as notification.
    - iii. Email notification is required stating a personal or work matter in conflict.
    - iv. We meet regularly on 2<sup>nd</sup> Thursday of every month. Please keep this open.
    - v. Crucial during voting times to have majority of the senate body.
  - c. Jeremy McAtee offers Parking and Transit Committee updates the sentat that Jay Honeycutt has some results for parking/transit study. These will be presented to Board July 31<sup>st</sup> to present the recommendations. We cannot see it until after the 31<sup>st</sup>. Campus planning initiated the study. Vice Chair is interested to get any and all documentation for staff and senators as soon as it's available. Please route comments to Jeremy since he is the Chair of Parking and Transit committee.
  - d. Committee round up. Trish will notify committee chairs before next meeting.

Next Meeting: August 13<sup>th</sup> 9:30 a.m. in Giffels Auditorium  
Awarding EOQ and Scholarship recipients.

Meeting Adjourned at 2:45pm

Respectfully Submitted,

Teresa Waddell