

Staff Senate Meeting Minutes
Annual retreat
Pauline Whitaker Arena
July 14, 2016

Members present: Donnie Blagg, Donna Carter, Blake Chapman, Christopher Clanton, Stacey Clay, Angela Davis, Cat Donnelly, Mike Emery, Lisa Frye, Erika Gamboa, Cecilia Grossberger-Medina, Marweta Haegle, Roy Hatcher, Jeremy McAtee, Debbie McLoud, Cedar Middleton, Devyn Moore, Cindy Morley, Eva Owens, Autumn Parker, Stephen Ritterbush, Julie Rogers, Mary Skinner, Eric Specking, Sara Beth Spencer-Bynum, Susan Stiers, Kandice Thompson, Elon Turner, Teresa Lynn Waddell, Todd Walters, Quincy Ward, Trish Watkins, Carrie Whitmer, Tiffany Wimberly

Members Absent: Rachael Armstrong, Shelby Hanson

- I. The meeting was called to order by Chair, Eve Owens at 9:00am
 - A motion was made, seconded, and approved to adopt the agenda.
 - Roll Call – Teresa Waddell
 - A motion was made, seconded, and approved to accept the meeting minutes with corrections.
 - Treasurer’s Report – Eve Owens; Staff Senate have \$2783.42 left over for FY16. This amount will be rolled over to FY 17 which was approved by Tim O’Donnell.
- II. Ice Breaker/Introductions – Breaks into four groups (lead by an officer)
- III. Committee Talk – Each Chair Committee spoke to Staff Senate to get volunteers to serve on the committee.
 - Awards – Roy Hatcher; This Committee recognizes staff who have completed a degree program, administers the Part-Time Staff and Outstanding Staff Team Award.
 - Ad-Hoc Bylaws – Todd Walters; This Committee is a resource for Staff Senate on questions relating to bylaws, review bylaws to state clearly and accurately to reflect the operations and procedures of Staff Senate.
 - Communications – Teresa Waddell; The Committee publishes Staff Senate publications, monitoring the Staff Senate webpage, putting meeting minutes on the webpage. The Committee Chair is asking for volunteers who have experience in webpage graphic design, social media, editorial and communication and need someone to take pictures.
 - Elections – Stephen Ritterbush; This Committee monitors the filling of the Staff Senate vacancies, making elections run more smoothly by automating a lot of processes and procedures.
 - EOQ/EOY – Mary Skinner; This Committee evaluates nominations and declare the Employee of the Quarter and evaluate the Employees of the quarter for the past fiscal year and declare the Employee of the Year.
 - Executive – Elon Turner; The Executive Committee meets the first Thursday of each month. This Committee consist of the Staff Senate Officers and Committee Chairs. Some of the duties include monitoring the budget, propose agendas, and review Staff Senator’s attendance.

- Internal Affairs – Lisa Frye; This Committee reviews and informs Staff Senate of policies and procedures that affect staff and formulate a recommended course of action.
- Legislative – Trish Watkins; This Committee acquires updated legislative information and alerting and proposing recommendations to Staff Senate on all matters pertaining to legislation affecting staff employers in Higher Education. This Committee have legislative forums and have meetings with our legislatives.
- Scholarship – Blake Chapman; This Committee solicits nominations and selects recipients of the Staff Senate Scholarship, Rick A. Haley and Susan Imes Yell Scholarships. Some goals of the Committee will be to give out Scholarships in the Spring as well as the Fall and digitize the applications.
- Special Events – Cindy Morley; This Committee organize the Staff Senate Picnic, Staff Senate Retreat, and assist with the Legislative Forum. The Committee needs volunteers who are willing to make phone calls, solicit donation, and send emails.
- Transit, Parking, and Safety – Jeremy McAtee; This Committee addresses concerns and issues regarding parking and transit operations, formulating recommendations, and giving it to the UA Parking and Transit Committee for information and advisory purpose.

Election and Nomination

- Campus Council
 - Nomination and Affirmation of Campus Council Members – Eve Owens; Eva spoke to Staff Senate regarding Campus Council membership. After discussion a motion, was made, seconded, and approved for the following Staff Senators to be on Campus Council: Eva Owens (Staff Senate Chair), Elon Turner (Staff Senate Vice Chair), Lisa Frye (Campus Council Vice Chair), Roy Hatcher, Erick Specking, Stephen Ritterbush, Cindy Morley, Donnie Blagg, Chris Clanton, Julie Rogers, Susan Stiers, Stacy Clay, Erika Gamboa, Mike Emery, Todd Walters, Devyn Moore, Marweta Hagle, Cecilia Grossberger-Medina.
 - Members of the Campus Council Executive Committee – Eve Owens; Eve Spoke to Staff Senate asking for one Staff Senator to volunteer to be on the Campus Council Executive Committee. Donnie Blagg has volunteered to be on this committee.

- IV. Debbie McLoud Interim AVC for HR presentation - Debbie spoke with Staff Senate regarding upcoming plans for Human Resources in 2017. Employee eligible for merit pay will get paid on July 15, 2016.
- Human Resources plans to enhance communications by using social media, website updates, HR Forums and Webinars, and HR News listerv.
 - Performance Management Systems – HR plans on establishing performance standards in a timely manner and assist in facilitating communications between employee and supervisor.
 - FLSA changes – HR is gearing up for the FLSA changes on December 1, 2016. Employees making \$47,476 and below are eligible for overtime. This means there need to have time-keeping requirements required for non-exempt positions.

- Training and Development – There will be a UA HR training needs survey coming out to see what the needs are on campus. There is a new Supervisor Development Program and will have online modules in Blackboard. There are plans for management development and leadership development programs.
 - On Boarding – Human Resources is developing an electronic process for new hire process. There will be check lists for both employees and supervisors and links to trainings. The plan is to implement this in 2017.
 - New Classified Pay Plan – The Office of Personnel Management presented a new pay plan to the governor.
 - IT Positions Project – Human Resources submitted in 200 position descriptions to the Office of Personnel Management last week for evaluations. There were over 1600 position descriptions submitted to OPM from other state institutions. The purpose of this is to try and get higher salaries for IT positions.
 - Dependent Audit – The dependent audit is completed and the system office is working on reports.
 - UA Job Fair – There will be a UA Job Fair on August 9, 2016 from 9am – 4pm. The target is to get entry level and hard to fill extra help position filled.
 - Enterprise Resource Planning Project (ERP) – President Bobbit wants a system (cloud based) for all campus to use for data collection. This system may replace UA Connect, PeopleAdmin, and BASIS.
- V. Mark Power AVC for Development Presentation – Mark spoke to Staff Senate regarding Campaign Arkansas. The goal of this fundraising is to get one billion dollars. This fundraising event began in 2012 and will have a public launch in September 2016. The money will be used to enhance facilities, faculty, employee scholarship funds, resources through endowment, and the Jane Gearhart Food Pantry.
- VI. Chancellor Steinmetz and Tim O'Donnell – Chancellor Steinmetz spoke to Staff Senate regarding his bus trip around the state. He got the feeling that in the Delta area feels The UA does not help that part of the state. One of the goals he spoke about was having more need base scholarships for that part of the state. Chancellor Steinmetz gave a list of things the UA will be working on. The goals include growing the Graduate Program, faculty tenure program growth, retention and graduation rate to be above the middle of the pack, increase interdisciplinary research and diversity on campus, keeping the UA affordable and assessable, meet with legislators to increase positions and wages with classified staff, and to hire a provost the first of next year.
- VII. Agenda Planning/Working Session I – Staff Senate broke up into groups to discuss different topics.
- VIII. Agenda Planning/Working Session II – Staff Senate broke up into groups to discuss different topics.
- IX. Around the Senate
- Senator Shirt update – Eve; Eve is working on getting prices from different companies. Eve reported most of the Staff Senate wanted to have color shirts.
 - Busy August – Elon; Elon reported for the next Staff Senate Meeting the scholarship awards and Employee of the Quarter recipients will be announced.

- Resolution to approve and present – Teresa; The Committee will put together a resolution for Barbara Abercrombie and Robert and his team for picnic assistance.
- University Recreation is offering Fit Class for staff free on every Tuesday from 11:30am -12:15pm

Meeting Adjourn at 4:03pm

Respectfully Submitted,
Angela Davis