

## Staff Senate Meeting Minutes

July 12, 2018

1. The meeting was called to order by chair, Trish Watkins at 9:10 am.
2. A motion was made, seconded, and approved to adopt agenda
3. A motion was made, seconded, and approved to approve minutes for May 10, 2018 meeting
  - a. Changes Noted
4. Treasurers Report- Cindy Morley
  - a. Storage Unit fee not funded
    - i. Storage for picnic is offsite
    - ii. Paid with extra money from last year
5. Roll Call – Bryon Speller
6. Introductions/ Ice Breaker
7. Committee Overview and Formation
  - a. Announce Committee Chairs, and brief overview of each committee so members can choose committee to serve on
    - i. Awards- Elizabeth McKinley
    - ii. Communications- Bryon Speller
    - iii. Elections- Roy Hatcher
    - iv. EOQ/ EOY- Autumn Parker
    - v. Executive- Denise Bignar
    - vi. Internal Affairs- Lisa Frye
    - vii. Legislative- Devyn Moore
    - viii. Scholarship- Elon Turner (need small bi-law change)
    - ix. Special Events- Derrick Hartberger
    - x. Transit, Parking, and Safety- Jeremy McAtee
  - b. Elections and Nominations

- i. Join whatever committee you have an interest
    - ii. Committee members just commit for one year at a time
    - iii. Committees meet as needed
    - iv. Be mindful of the listserv
      - 1. Reply to email
      - 2. There are 2 listserves
        - a. Discussions
        - b. News
  - c. Campus Council
    - i. 16 members from each representation body (not including the chair and vice chair)
    - ii. Meet approximately 1x per semester
    - iii. Involves multiple groups on campus
    - iv. Will decide on final members at end of retreat
- 8. Campus updates
  - a. Parking and Transit- Gary Smith unable to attend
    - i. Park in 4,5,6 levels of Garland Parking garage until August 3- Cedar Middleton
    - ii. Roy Hatcher
      - 1. With the closing of Maple the traffic in front of elementary school is very backed up
      - 2. Light needs to be re-timed
  - b. Human Resources- Eva Cordero
    - i. Salary Increases
      - 1. Future Pay in webBASIS now reflects salaries effective July 1<sup>st</sup>
      - 2. Salary letters distributed this week
        - a. Did not reflect shift differentials
    - ii. Classified Staff Evaluations

1. Merit pay for UAF and AUX
  - a. 1% to base
  - b. Additional % paid as lump sum
- iii. Training and development opportunities
  1. Human Resources Certificate Program will launch in fall
  2. Professional Development Certificate Program
  3. Supervisor Development Certificate Program
  4. Diversity Certificate Program
  5. 11 Online training videos
  6. More to come
    - a. These opportunities are provided at no cost
- iv. PeopleAdmin Updates
  1. Recruitment
    - a. Process streamlined to eliminate duplication of efforts
    - b. Reduced time to fill
    - c. Implement out-of- budget cycle processes
  2. Onboarding: Pilot group is testing
    - a. Electronic process for new hire processes
    - b. Checklists for employees and supervisors
    - c. Links to training
    - d. Resources in one place
- v. ERP Update: Workday
  1. UA System implementation team is being finalized
  2. Implementation partner selected: Deloitte
  3. Human Capital Management/ Payroll and Finance/ Procurement will be implemented

vi. Benefits

1. Insurance and Retirement changes July 16, 2018

- a. Premiums increased by 1%
  - i. No increase to co-pays or deductibles and no change in plan design
- b. 1<sup>st</sup> reduction in employer contribution subsidy for family coverage tiers
- c. Mandatory employee retirement contribution increases to 3%
  - i. Reminder: University matches up to 10%
- d. Insurance Enrollment is consistent with last year

2. Wellness Program

- a. Ending Onlife as of July 31, 2018
  - i. Will focus on promote preventive/wellness exams and reducing tobacco use
- b. Wellness Incentive Opportunity
  - i. Reduce out-of-pocket max by:
    - 1. Complete an annual wellness exam conducted by a physician between November 1, 2017 and November 1, 2018
    - 2. Complete the Tobacco/Nicotine Pledge and Notice

3. Tobacco Surcharge for 2018

- a. Employees enrolled in a university health plan will be charged a monthly \$50 tobacco surcharge unless:
  - i. They complete the Tobacco/ nicotine pledge or
  - ii. Certify enrollment in a tobacco cessation program

vii. Tuition Waiver benefits: Verifying Eligibility

1. For the purpose of the Dependent Tuition Waiver Benefit, the student must be a Lawful spouse or Dependent child
  - a. For Lawful Spouse: Benefits Records or Marriage License
  - b. For Dependent Child: FASFA or current tax return

viii. Events:

1. Employee Awards Banquet- October 9, 2018
2. Health and Benefits Fair- Friday, November 9<sup>th</sup>
3. Countdown to Retirement Series- Spring 2019

ix. HR Goals for FY 19

1. Develop and implement a plan to improve compensation for classified staff
2. Establish more efficient Workforce Planning
3. Establish an Employment and Training Center
4. Increase Training and Development Opportunities
5. Contribute to the development of the HCM Module in the ERP

9. Chancellor Joe Steinmetz

- a. Staff Senate is essential for helping staff voice concerns
  - i. Create better working environment
  - ii. Clear and collective voice
- b. Last few years- planning directions
  - i. Defining 8 Guiding Priorities to focus efforts
    1. Advancing Student Success
    2. Building a Collaborative and Innovative Campus
    3. Enhancing our Research and Discovery Mission
    4. Enriching Campus Diversity and Inclusion
    5. Investing in Faculty Excellence
    6. Promoting Innovation in Teaching and Learning

7. Reaffirming our Land-grant and Flagship Responsibilities
  8. Strengthening Graduate Education
- ii. Set-up programs
    1. Chancellors Fund for Innovation and Collaboration
      - a. Invest \$1 million
      - b. 96 applications
    2. Advance Arkansas Scholarship program
      - a. Need based
      - b. Arkansans
      - c. 1<sup>st</sup> Generation
- iii. Student Success
    1. New satellite Office of Student Success on Garland
      - a. First step at a larger effort
      - b. One stop shop for students
        - i. Holistic, or structured, student support
      - c. Sense of belonging
      - d. Sense of Engagement
    2. Individuals likely to struggle
      - a. \$12,500+ unmet financial need
      - b. HS GPA less than 3.2
      - c. 1<sup>st</sup> Generation college student
      - d. Living off campus the first year
      - e. Enroll less than 20 days prior to first day of semester
    3. Everyone on campus has a role in student success
    4. State of Arkansas has changed format for funding

- a. University of Arkansas is doing the best job for retaining and graduating students
  - iv. 1st year- Defined priorities
  - v. 2<sup>nd</sup> year Transformational gifts
    - 1. School of Art
  - vi. 3<sup>rd</sup> year- Research and commercialization
    - 1. Admin reorganized
      - a. Stacy Leeds appointed the Vice Chancellor for Economic Development
        - i. Entrepreneurship and Innovation
        - ii. Industry Engagement
        - iii. Corporate and Foundation Relations
        - iv. the Sustainability Consortium
        - v. World Trade Center Arkansas
        - vi. the Arkansas Research and Technology Park
        - vii. Technology Ventures; the Small Business and Technology Development Center
        - viii. Tribal Governance and Economic Empowerment Consortium
      - b. Increasing volume of research and the university's role in economic development
      - c. Define the university's signature research areas

## 10. Messaging

- a. "The University of Arkansas-Fayetteville Staff Senate provides substantial contributions to our peers. We are: Advocating; Advancing; Awarding; Celebrating
- b. How is Staff Senate Perceived?

- i. Has become a “feel good group”
  - 1. Need to be more
- ii. Get message out regarding what departments do for their staff
- iii. Think of advancing
- iv. Prove what does happen is effective- get feedback
- v. Need updates to website info
  - 1. Mission and vision statement
  - 2. Objectives
  - 3. Executive Council meets with Chancellor
  - 4. How Staff Senate supports the Chancellor and the Chancellor’s efforts
  - 5. Social media
  - 6. Staff member of the week
  - 7. “Staff Snippet”
  - 8. What should the messaging be?
  - 9. Summary of meetings in Newswire? Link to minutes in Newswire?
  - 10. Agenda in Newswire?
  - 11. What is the “Elevator Speech” for Staff Senate
  - 12. Send updates needed to [ssenate@uark.edu](mailto:ssenate@uark.edu)
  - 13. Need photographs
- c. Need everyone’s participation for communications committee
  - i. Will have subcommittees
    - 1. Photography
    - 2. Social Media
    - 3. Website
    - 4. Newsletter
    - 5. Newswire

6. Writers and Editors

- ii. Power distance and local face
  - 1. Personal ownership within each division
  - 2. Have strategy for engaging within division
- iii. Promo video?
  - 1. Possibly use video from Banquet last year

11. Around the Senate

- a. New Senator Orientation
  - i. Sending email to set time for meeting
  - ii. Name tags and shirts
  - iii. What counts as notification of not showing?
    - 1. Decline invite- include reason
    - 2. If accepted, then not showing- will be counted absent
      - a. Can change and include reason
    - 3. Attendance is taken
- b. August 29<sup>th</sup>- Special celebration for EOQ 3<sup>rd</sup> and maybe 4<sup>th</sup>
  - i. Scholarship
  - ii. Maybe also PT Employee of the Year
- c. Chancellor's Commission on Women
  - i. Carrie Whitmer
  - ii. Colleen Whitman
  - iii. Katie Doughty
- d. What are people complaining about?
  - i. Salary- getting people and retention
  - ii. Parking
  - iii. Daycare (affordable)

- iv. Merging departments
- v. Moving books out of library (will be brought to the library upon request)
- vi. Could Chartwells charge staff less?
- vii. Faculty, then Students, then Staff is the order of importance
- viii. If Administration wants a position, they find a way
- e. Work related skills to develop
  - i. HR doing good job
    - 1. Training is free
    - 2. Facilities does not feel like they are allowed to go
  - ii. Preferred and Required in a job posting keeps growing, but salary does not reflect
- f. Need to look at Work/Life Balance

12. Campus Counsel Members decided by removing extra 1<sup>st</sup> year senator names from a cup

13. Preferred Committee list request turned in

14. A motion was made, seconded, and approved to adjourn 3:55 PM

Respectfully Submitted,

Eva Cordero