

Staff Senate Minutes
April 13, 2023, 9:30AM
Microsoft Teams Meeting

- I. The meeting was called to order by chair, Roy Cordell at 9:34 a.m.
- II. A motion was made, seconded, and passed to adopt the agenda.
- III. Roll Call – Travis Hefley
- IV. Campus Updates – Michelle Hargis Wolfe and Gary Smith were unable to attend.
 - a. Human Resources Updates – Roy Cordell (on behalf of Michelle Hargis Wolfe)
 - i. Merit guidance
 1. There will be merit increases this summer. It should be finalized by Monday. The Congressional Budget Officer meeting ended at 5 yesterday, and Ann Bordelon plans to discuss further with Terry Martin.
 - ii. Class/Comp Project
 1. Moving into the job profile section
 2. Subject matter experts (SMEs) are doing the same and will describe job tasks of employees. It will be vetted many times at many levels before many external jobs are considered comparable for us.
 - iii. Employer of Choice
 1. They gave three job descriptions to EAB that they're going to try to put words to our current employee value proposition so they can have a baseline and send them our career site pages so they can give an assessment of the user interface.
 - iv. Questions/discussion
 1. Is there any idea about whether the merit increases will be based on the feedback from employee evaluations – a certain percentage for “satisfactory,” a little more for “above average,” and more for “exceeds standards,” or will it be like last year with the same percentage across the board if you got satisfactory and above?
 - a. Roy's understanding is that it will be a flat amount for those who received “satisfactory” and above, but how it will be distributed is up to individual leaders and individual units.
 - b. There may also be discussion about a small bonus as well – not to the base.
 2. Historically the merit pool is distributed to the units and distributed as the supervisors see fit.
 3. Concern from constituents about not knowing who the SMEs are, as they are making all of the job descriptions and contributing to the very important class/comp study about their jobs, but no one has talked to them. There is some distrust in the process and concern about being short-changed.
 - a. Staff are encouraged to find out who their SMEs are and understand what's happening with the process. It may be beneficial to publish a list of the SMEs.
 4. Question about how SMEs are selected. Erin Butler said that the vice chancellor for Student Affairs submitted names, but she isn't sure if that is how other divisions selected SMEs.
- V. A motion was made, seconded, and passed to approve the March minutes.

- VI. Treasurer's report – Wayne Bell
 - a. Posted the budget in the Teams chat. There wasn't much to report.
 - b. We received the \$15,000 payment for the picnic.
 - c. The storage unit has been paid off.
- VII. Committee Reports
 - a. Awards – Jen Boyer
 - i. Announced Team Award winners – the Academic Support and Outreach Program (ASOP) team. The team is lead by Danielle Dunn and consists of a few staff members who run about 45 student staff, creating the core administrative support for the CORD (Student Success Center). They put together some programs for students in need of support (e.g., first-generation students and others who don't typically receive the support they need).
 - ii. They will be recognized at the Awards event on April 25.
 - iii. Request for a chair – Alli Johnson agreed
 - b. Communications – Vince Capps
 - i. Working on finalizing the website update with Ben Pollock.
 - ii. There are several announcements which will need to be published in Arkansas News in the coming weeks.
 - c. Elections – Elizabeth Miller
 - i. Small nomination pool this year.
 - ii. Elizabeth shared the nomination report.
 - 1. Academic Affairs – 2 people that qualified
 - 2. 3 in Student Affairs
 - 3. 2 in Finance & Administration
 - 4. 5 for At-Large
 - 5. No one was nominated in Advancement
 - iii. There are two ways we can fill all of the seats and only appoint 3
 - 1. Moving two people who were nominated in their divisions to serving as At-Large. The two people agreed to be in the At-Large category.
 - 2. Alicia Gilbride was not nominated in the At-Large category, but she was in Student Affairs
 - a. Before voting them in by acclamation, they wanted to open it up to the Senate to see if there are objections.
 - b. At least two people were nominated for both their division and at-large.
 - c. If we accept as is, the only division with an election would be Student Affairs
 - i. Alicia is okay with moving to an at-large slot
 - ii. Moving them to at-large avoids an election
 - iv. There is one remaining At-Large position. Roy asked if Garry would be willing to serve, and he agreed.
 - v. Roy shared his spreadsheet with all of the seats and their term ending dates, and there was discussion about the current breakdown of those expiring year-by-year
 - vi. Questions/discussion
 - 1. Need to consider how we take nominations and how those nominations play into whether they're nominated into their division or at-large
 - a. May try to allow simply nominating and then place them in the most feasible position – division or at-large
 - b. Doing so would require a bylaws change

2. There are different data sources for staff counts. Over the next few months, Stephen Ritterbush hopes to work on which data sources most closely align with the election process in the bylaws.
 3. We will need to push hard next year to fill the seats of people whose terms are expiring in 2024.
- d. EOQ/EOY – Autumn Parker
- i. We are getting close to the deadline for EOQ3 (January, February, and March). The deadline is April 15. Was in Arkansas News this week.
 - ii. Encouraged people to submit nominations.
- e. Legislative – Jen Boyer
- i. Legislature ended their session last week.
 - ii. SB71 that discussed what to do with diversity, equity, and inclusion (DEI) initiatives in K-12 and Higher Ed failed.
 1. Sitting idle in an interim committee
 2. Could have had a big impact, particularly on our Division of DEI as well as DEI-related fundraising efforts.
 - iii. HB1122 passed and turned into an Act 26
 1. Changes how the K-12 school year is defined
 2. Won't start earlier than August 14 or later than August 26.
 - iv. HB1030 passed – Act 246. Redefines how foreign exchange students are defined and classified in K-12.
 1. May affect enrollment/admissions if students decide to remain in the U.S. and enroll here.
 - v. Will have the budget session soon
- f. Special Events – Amy Shell
- i. EOQ/EOY Celebration – April 25
 1. Everything is going as planned
 2. Needs to provide the chancellor with a list of the awardees.
 3. Food has been ordered
 - a. Chartwells does not work within Workday, so she is navigating how best to pay for food with them for this and the picnic.
 - ii. Picnic – May 17
 1. Created the volunteer schedule. Will allow Roy/Exec to review, and we can put it in the chat
 2. 1021 has asked us to use wristbands for the headcount
 3. Would like to service those who can't come on the Monday or Tuesday before the picnic
 4. Working on counts for UAPD, UITS, FAMA, Housing, and Athletics after hours staff
 5. Working with Jeremy McAtee on table/chairs orders
 - a. Should be free
 6. There will be a Staff Senate table
 - a. We may have QR code people can scan for additional information
 7. Logistics
 - a. Will have parking in Lot 50 and Harmon Garage – top 3 levels (7-9) 10am-3pm.
 - b. Shuttle service

- i. Had to close the unit. Roy used a pcard to pay the back rental on it, and they emptied it out.
 - ii. Contents
 - 1. T-shirts from Grad School, which had been used for nesting by rodents
 - 2. Dishwashing soap, paper towels, trash bags, buttons and aprons, Ziploc bags, rags, plastic mallets, aluminum foil pans, paper and Styrofoam plates, commercial can liners, ice chests, and cases of water
 - iii. Kim Gillow moved to allow Roy and others to donate whatever the Jane Gearhart Food Pantry will take and dispose of whatever is left. We will keep the aprons and grilling utensils. Autumn seconded.
 - 1. Motion passed
 - b. Ann and Charles are big advocates for staff on campus
- XI. Upcoming Meeting
 - a. May 11, 2023 – Unity House, Multi-purpose Room, 9:30am – 11:00am
- XII. A motion was made, seconded, and passed to adjourn at 11:04 a.m.

Senators in attendance: Wayne Bell, Karmen Boddie, Jen Boyer, Betsy Bushmiaer, Chris Butler, Erin Butler, Garry Butler, Vince Capps, Roy Cordell, Michela Cupello, Tracy Deffebaugh, Kim Gillow, Derrick Hartberger, Travis Hefley, Alli Johnson, Elizabeth Miller, Autumn Parker, Ben Pollock, Allen Porter, Kaitlyn Riggan, Stephen Ritterbush, Amber Roth, Cindy Ryan, Amy Shell, Myrlinda Soedjede, Trish Watkins, Carrie Whitmer

Senators not in attendance: Tony Boyd, Ashley Reeves