

Staff Senate Minutes
January 10, 2024 3:00 PM
CORD 349

- I. The meeting was called to order by chair, Roy Cordell, at 3:00 p.m.
- II. A motion was made, seconded, and passed to adopt the agenda.
- III. Roll Call – Myrlinda Soedjede
- IV. Campus Updates
 - A. Human Resources Updates – Michelle Hargis Wolfe
 1. Class/Comp project
 - a. No further updates from December except that Huron will be in town next week to discuss data analysis
 2. Inclement weather policy
 - a. Introduced Terri Chadick, who is the HR Director for Recruiting and Policy
 - i. Recruiting will involve *proactive* outreach
 - b. Terri shared that she is examining the inclement weather policy
 - i. The expectation is that employees are expected to work remotely if they are able to
 - ii. Understand that with children at home and Wi-Fi issues, some may not be able to work remotely
 - c. Not every unit has vital operational work, but those that do expect employees to conduct the work, if they are able
 - d. Developing training for HR partners and department heads to understand how to implement the policy
 - e. Building out an FAQ to describe how the policy should work
 - f. Working to understand employees' questions
 - g. Reach out to Terri with questions -- tchadick@uark.edu
 - h. Questions/discussion
 - i. Concern about employees traveling long distances to campus when we start out on campus and then campus closes and employees transition home. Is there a policy for that?
 - a) Not developing policies for every scenario. Expect employees to pay attention to the weather forecast and if a closure may occur, work with their supervisor to work remotely
 - ii. Appreciation that supervisors will receive training on policy implementation and that they are able to make the determinations regarding remote work when available
 - iii. What if there is a discrepancy between what a supervisor says and what a dean says?
 - a) Employees should involve HR partners
 - iv. Importance of unit-level specified plans for inclement weather, so teams understand expectations
 3. Holiday leave
 - a. Technical glitch in Workday for individuals whose holiday leave didn't accrue prior to the December 28th and 29th holidays
 - i. HR personnel are reviewing leave usage to identify personnel that do not have the holiday leave reported
 - B. Parking and Transit Updates – Gary Smith

1. Drop-off zone signs on Maple Street by Plant Science and by the Rosen Center
 - a. The purpose is pedestrian drop-off and pick-up
 - b. Parking regulations have been updated to allow citations every five minutes that cars are parked there. It's \$25 per citation.
2. Consultants will return next week for the parking study
 - a. The report is due early summer
- C. Grievance Training – Jonathan Deegan (Office of Equal Opportunity, Compliance & Title IX)
 1. Reason for training
 - a. Five Staff Senators may be called upon if someone files a grievance
 2. Chris Jones shared a YouTube video and the slide deck in the chat that cover the training
 3. Topics covered: grievance definition, grievance vs compliance, protected classes, requirements for service on the grievance committee, hearing process
 4. There will be a refresher training if Senators are asked to serve
 5. Question/discussion
 - a. Will the confidentiality of the grievance committee members be maintained? Concerns about the grievant or respondent having access to contact information and reaching out to committee members.
 - i. Jonathan will discuss with Dr. Williams and let us know
 - b. Is this procedure and process available outside of higher education as a rule?
 - i. Not that he is aware of
- V. A motion was made, seconded, and passed to approve the Staff Senate December minutes
- VI. Treasurer's Report – Autumn Parker
 - A. Autumn shared the treasurer's report and the RazorGifts report in the chat.
 - B. RazorGifts was a great success, and the families were very appreciative.
 1. Discussion about the issues accessing the funds, as it is in an "agency" account, which has restrictions on how the money can be used
 2. We need to figure out how we can access funds in the RazorGifts account, which is an agency account.
 - a. Will try to determine for next year
- VII. Committee Reports
 - A. Elections – Kim Gillow
 1. Kim shared a presentation on the election process
 - a. Uses the org chart as of January 2024
 - b. Approximately one senator for each 100 staff members (rounded to the nearest 100)
 - i. Divisions with less than 50 will be combined with others to reach more than 50 to have one representative
 - c. Schedule:
 - i. Feb 26 – open nominations
 - ii. Mar 25 – close nominations
 - iii. Apr 1 – open elections
 - iv. *Apr 10 – nominations for officers*
 - v. Apr 22 – close elections
 - vi. Apr 24-30 – runoffs
 - vii. May 1 – final results
 - viii. May 15 – final results reported to Staff Senate; *nominations close for officers*
 - ix. *May 16-June 11 – absentee ballots sent in for officer elections*
 - x. *June 12 – officer elections completed*

- B. EOQ/EOY – Ashley Reeves
 - 1. Nominations for 2nd quarter close Jan 15
- C. Legislative – Trish Watkins
 - 1. Deadline to register to vote in the primaries is February 5. The primaries will be held March 5. We will put out information for people who don't know how to register or aren't sure if they are registered or registered at the correct address.
- D. Scholarships – Alisha Gilbride
 - 1. We have 13 applicants for the spring semester scholarships and in the process of evaluating them
- E. Special Events – Kaitlyn Riggin
 - 1. RazorGifts – helped 13 families total. Ten were 100% appointed staff, and we were able to find sponsors for the three other families.
 - 2. Starting to plan for the Staff Picnic
- VIII. New Business
 - A. N/A
- IX. Old Business
 - A. N/A
- X. Chair's Report – Roy Cordell
 - A. John Pijanowski and Roy were invited to the System Office to provide feedback on a couple of proposed Board policy updates on Feb 2nd. They will have a faculty member and staff member from each system campus. The policy updates are:
 - 1. Campus governance
 - 2. Retrenchment (layoffs)
- XI. Upcoming Meeting
 - A. February 7, 2024 – CORD 349, 3:00pm – 4:30pm
- XII. Around the Senate
 - A. N/A
- XIII. A motion was made, seconded, and passed to adjourn at 4:26 p.m.

Senators in attendance: Wayne Bell, Karmen Boddie, Jen Boyer, Chris Butler, Erin Butler, Vince Capps, Becca Clifton, Roy Cordell, Tracy Deffebaugh, Alisha Gilbride, Kim Gillow, Walter Green, Hershel Hartford, Travis Hefley, John Paul Jackson, Alli Johnson, Ruth Parcels, Autumn Parker, Rachel Piontak, Ben Pollock, Allen Porter, Ashley Reeves, Kaitlyn Riggin, Stephen Ritterbush, Amber Roth, Amy Shell, Myrlinda Soedjede, Trish Watkins, Carrie Whitmer

Senators not in attendance: Michela Cupello, Elizabeth Miller, Katherine Miller, Cindy Ryan