

**Staff Senate Meeting Minutes**  
**11/11/2021**  
**Hybrid meeting, AFLS D118**

- The meeting was called to order by chair, Trish Watkins, at 9:30 am
- A motion to adopt agenda was made seconded and passed.
- Introduction of new senators as of July
  - Jen Boyer from Arkansas Alumni Association
- Roy – Attendance
- Danielle – introduction of Chinwendu Burns (Assistant Director, Grievance officer and Primary Investigator) in OEOC
  - Your role in the grievance process
- Chinwendu – OEOC
  - How does staff senate get involved in the formal process of the grievance?
    - Individual staff members have an opportunity to handle any sort of grievances informally first but if not resolved, then individual staff can invoke the formal grievance process before it gets to the grievance hearing. The staff senate gets involved then the grievant is given an opportunity to write their statement. It goes to the respondent and they have an opportunity to respond. If the grievant agrees to the respondent, then that's it for the formal process. The grievant has five days to submit. Then from there it climbs the chain of command of the respondent. If the complaint is still not approved by grievant then the staff senate will get involved. 5 members will be appointed from the senate to form a grievance committee ensuring no conflict of interest on either party.
    - Hearing process has three parts
      - Opening statement where each party has the opportunity to present their case
      - Additional witnesses
      - Closing remarks
    - After hearing, the grievance committee will get together and render a decision.

- There will be a grievance committee chair that would be responsible for sending any reports over to Chiaki, they would be sent to their vice chancellor.
    - If grievant withdraws it then case will drop
  - Debbie McLoud-HR updates
    - Open enrollment closes tomorrow 11/12/21
    - 75% of campus has completed or started their open enrollment
    - Holidays will be uploaded into workday,
    - Plan on using 1 day of annual leave during winter break, we close 12/24 - 1/2/22
    - Plan on using 12/30 as a day of annual leave
    - Another change that happened in 2020 the ability to work ahead in December to earn compensatory time.
      - Restricted to only employees who are in a nonexempt or eligible for overtime position with supervisory approval that only during December
      - If an employee is in an exempt position (not eligible for overtime) they can work with their supervisor to make arrangements to work from home to avoid having to charge that day as annual leave.
      - Update address for electronic W2 or mailing address
      - Performance evaluations coming up in January and to be completed in Workday
  - Gary- Parking & Transit
    - Transit to continue on reduced routes when university is closed
  - A motion was made, seconded, and passed to approve minutes from October
  - Guest - Dan Arbuckle (ASG cabinet)
  - Travis – Treasurer Report
  - Erin - Internal Affairs
    - 11/16/2021 11:00 A.M -1:00 P.M in union room 509 (Learning affair)
    - Employee Education Fair
    - Educational and professional development opportunities to be discussed
  - EmmaLe – for Kelly Scholarship Report
    - Staff scholarship application is up and available until 12/3/21

- Autumm-Special events
  - Razorgifts registry is now available until December 10th
  - checkedtwice.com - search Razorgifts for ways to give
  - Staff picnic planning to start in January
- EmmaLe - New business
  - Meeting for December format (hybrid or in person)
- Roy – Health and Occupational Safety Committee report
  - Health and occupation documents were shared in on share point
  - Garland Avenue improvements to include roundabout
  - Accident and unsafe condition form are available on “report.uark.edu.
  - The Hazard communication Program is being updated on policy 710.2.
  - FY 21 no accidents reported but 27 workers comp since July
  - Scooters
    - Parking & Transit, UAPD and Sustainability are working to solve scooter issues
    - 62 pickup/drop-off locations to be installed
- Meeting adjourned at 10:45: A.M

ATTENDANCE

Aaron	Abbott	x
Raymond	Anders	Absent
Wayne	Bell	x
Denise	Bignar	x
Jen	Boyer	x
Betsy	Bushmiaer	x
Erin	Butler	x
Roy	Cordell	x
Michela	Cupello	x
EmmaLe	Davis	x
Tracy	Deffebaugh	x
Danielle	Dunn	Absent
Matthew	Fey	x
Rachel	Gray	x
Cecilia	Grossberger-	x

	Medina	
Derrick	Hartberger	x
Travis	Hefley	x
Joe	Loy	x
Jeremy	McAtee	x
Matthew	Meyers	x
Elizabeth	Miller	x
Chantel	Moseby	x
Autumn	Parker	x
Theresa	Parrish	x
Ben	Pollock	Absent
Allen	Porter	x
Stephen	Ritterbush	x
Amber	Roth	x
Cindy	Ryan	x
Amy	Shell	x
Myrlinda	Soedjede	x
Trish	Watkins	x
Kelly	Westeen	Absent