University of Arkansas, Fayetteville

University Housing Newsletter

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University Housing Newsletter, May 2012

University of Arkansas, Fayetteville. University Housing

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NOW ALL WE HAVE TO DO IS UNPACK!

Housing Offices Are All Relocated!

The IT and Marketing offices are settling in to cubicles in Room 157 Futrall Hall (Classroom); all the moves are now complete!
The Time Reporting form is now available online for everyone to use.

The Time Reporting Form is used to notify Housing HR of missing punches. With the relocation of the department to new locations, many employees and supervisors have been looking forward to an electronic process for this form. This electronic form replaces the paper form, though the paper form may still be used at this time.

The new electronic form is located here: [https://housing.uark.edu/TimeReportingForm](https://housing.uark.edu/TimeReportingForm)

This form is on the Housing Staff Portal under the “Online Applications Menu” ([http://housing.uark.edu/staff/submit/](http://housing.uark.edu/staff/submit/)).

### As an employee

1) Visit the web address and login with your UARK login and password.
2) Fill out the form in its entirety. Clicking on a date field shows a date picker. Clicking on a time field shows a time picker. You can still enter dates and times by keyboard if you wish.
3) Verify your supervisor email is shown in the ‘Approver Email’ field. If it does not, it indicates a problem with your personnel record. Inform Housing HR. You can still type your supervisor email, but avoid typographical errors.
4) Sign the form by adding your initials to the bottom and click Submit. You will receive a web page receipt of your entry and an email sent to you. A copy will be sent to your supervisor for approval.

### As a supervisor

1) You will receive an automated email with the subject ‘Time Reporting Form Submitted’ from your employee’s email address. Review the contents for accuracy and approve by forwarding the contents to houspay@uark.edu and CC your employee. In the email, include the statement “This is approved.”

The Online form was used by a select group for approximately 3 weeks to review the process and make sure it worked properly. We received positive feedback from everyone involved. Below are a few suggestions when completing the form and for supervisors to review before approving the form:

1) Use the correct date of your missing time to include the correct year.
2) Use the correct code for “A.M.” or “P.M.”
3) Use a separate form for each month. (you can have multiple days listed on the form, but once the month changes to a new month, please use another form.)

Note: Supervisors: If you see an error on the form, reject the form and return it back to the employee to correct and re-submit.

Please contact Linda Jackson, Payroll Administrator, with any questions.

Contributed by Linda Jackson
Good News!

Per notification received from the Department of Finance and Administration regarding Merit Lump Sum Payments, lump sum merit payments for fiscal year 2012 classified staff performance evaluations will be awarded the last pay period of this fiscal year.

Act 1017 of 2011 states that merit payments may be awarded to classified employees who satisfy performance evaluation-based criteria. Institutions of higher education and state agencies are now authorized to pay merit bonuses for the fiscal year 2012.

According to Human Resources, Merit bonus will be paid as a lump sum on July 16th, which is the last payroll of the 2012 fiscal year. Eligible employees must be in a paid status as of June 30, 2012 to be eligible to receive the merit bonus. The break-down of bonus percentages below only applies to classified employees hired on or before July 1, 2011.

• Employees who received a Satisfactory on their performance evaluations will receive a 1% bonus.
• Employees who received an Above-Average on their performance evaluations will receive a 2% bonus.
• Employees who received an Exceeds Standards on their performance evaluations will receive a 3% bonus.

So why merit now? Initial forecasts from Arkansas state revenue indicated that it was unlikely the state could afford to give a merit raise or a COLA for FY2012. As state revenues went up, funds became available for merit bonuses.

But wait—why a lump sum? Before fiscal year 2012, merit raises were, by law, a percentage raise added to your base salary. This kept your salary going up, even during years without a COLA (Cost of Living Allowance). But after the legislature passed an amendment to the Uniform Classification Act (http://www.arkleg.state.ar.us/assembly/2011/2011R/Acts/Act1017.pdf), the language about percentages added to our base salary was stricken and replaced with “paid as a lump sum [...]” (page 58). A merit bonus or COLA next year (if one should occur), will be based upon your base salary as of FY2012. Merit pay is still considered salary, however, for the purposes of retirement contributions.

If you have questions about the raises or your performance evaluations, consult with your Human Resources representative.

ArCPA CALL FOR PROGRAMS

“Taking the Initiative, Creating Possibilities”
November 7-9 2012
As we develop and implement new strategies for students to become true stockholders in their educational experience, how are YOU creating possibilities?

We invite all to submit a presentation proposal in your area of expertise. If you are interested in being a presenter, please submit a program proposal no later than September 15, 2012 to rahayes@asub.edu:

Arkansas State University-Beebe
P.O. Box 1000
Beebe, Arkansas 72012
Phone: 501-882-8860
Attention: Robin Hayes

All presenters are required to register and pay the registration for the conference.
HUMPHREYS AC - END OF AN ERA!

Humphreys Hall has always been a good choice for students wanting to live in the center of campus. In May it became an even cooler place to live! Chilled water for air conditioning was turned on for the first time in the entire building.

Humphreys Hall is named for Allen Sparrow Humphreys, Dean of Men from 1937 to 1945, and the residence hall opened in 1961.

The story of why Humphreys had no air conditioning has always been a popular campus legend. It is said that men living in Yocum and women living in Humphreys were given a choice between air-conditioning and phones in the rooms. The men opted for air-conditioning and the women chose telephones.

Last summer work was completed in Humphreys to remove heating convectors and heating only fan-coil units, replace all steel distribution piping with new insulated copper piping, new electrical wiring to fan-coil units, new piping and hot water converters in the mechanical room and new control system to handle cooling/heating change over. The addition of another building to the university system is multifaceted and requires more than just a connection piping.

While this work was critical to ensure students would have heat it provided a silver lining by providing the majority of infrastructure for air-conditioning. This spring additional work was completed inside of Humphreys mechanical room and construction of a tunnel extension. East Harding Construction and Petit and Petit Engineering completed the work at an approximate overall construction cost of $2 million.

KUDOS!

Congratulations to Adam Stafford for being awarded funding toward reimbursement for the 2012 James C. Grimm National Housing Training Institute. Contributors include the Southwest Association of College and University Housing Officers funds and the Thompson Family ACUHO-I (Association of College and University Housing Officers - International) Foundation Award.

Contributed by Florence Johnson
Over a year ago, University Housing staff identified as potentially having a role in crisis management began completing four different levels of NIMS training based on their position. The U.S. Department of Homeland Security provides the following description:

“The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.”

The organization of University Housing’s move in process was revamped last year to incorporate the NIMS structure. At first, some staff thought the changes would be more confusing. However, by the end of move in, everyone understood the benefit to the NIMS structure. Using this system and the language reinforced for staff the process and benefits of the incident management system.

The purpose of level 100 is to provide training on common incident task, basic features, role and function of the Incident Commander and Command Staff, and to describe the role and function of the Operations, Planning, and Logistics and Finance/Administration section. Sixty-six (66) staff members completed this level of training.

Level 200 provides training on leadership and management, delegation of authority and management by objectives, functional areas and positions, operational briefing, organizational flexibility, and transfer of command. Forty-four (44) staff members completed this level of training.

Level 700 provides training on the intent of NIMS, key concepts and principles underlying NIMS, purpose of the components, and the purpose of the National Integration Center. Eighteen (18) staff members have completed this level of training.

Level 800 provides training on the concepts and principles of the National Response Framework. This includes the response doctrine established by the framework, roles and responsibilities of entities as specified, actions that support national response, response organizations used for multiagency coordination, and how planning relates to national preparedness. Eight (8) staff members have completed this level of training.

Being prepared for an emergency depends not only on government and nongovernmental organizations but also on individuals being prepared. You can find information at www.ready.gov on all types of natural disasters and how you can be better prepared to protect yourself and family. Individuals can go to http://emilms.fema.gov/IS700aNEW/index.htm and complete online training if they are interested in acquiring more in depth knowledge. The level 700 training provides a general overview.
Congratulations to the Holcombe International Living/Learning Community!

Holcombe Hall won the April National Residence Hall Honorary “Of the Month” Diversity Award for the SWACURH (Southwest Association of College and University Residence Halls) Region for “Dance Around the World!”

Approximately 230 persons attended the now traditional Holcombe program, held on Friday, April 13, featured food from local restaurants: Taste of Thai, Pita’s Mediterranean Grill and Qdoba Mexican Grill and dancers representing Latin countries, African countries, the United States, and Central and East Asian countries. Over seventeen countries in total were represented, six more than last year’s program.

The Residents’ Interhall Congress contributed significant funds supporting “Dance Around the World.”

Saying Good-bye to Holcombe Friends

Spring 2012 was a wonderful semester. People would ask “why?” but I would say “It’s like your family and friends. You don’t need explanations why you are family, do you?”

This semester, we truly became family.

We had wonderful student leaders: RAs teamwork resulted in their Staff of the Year 2011-2012 and Hall Senate leadership was recognized in many different ways such as receiving Hall of the Year and Program of the Year and many more from RIC.
and NRHH this academic year. Of course, everything was possible thanks to our active, wonderful and global-minded residents as well.

In May, we had the End of Semester Gathering, which has become Holcombe’s tradition to say Thank You to our residents. Every semester, we have a quite number of students who leave for their own countries, but we had around 45 students who were going back home after this Spring 2012, which was more departing students than we had experienced in the past semesters. As you can imagine, it was very, very, very difficult for Holcombe residents to say good bye to everybody, but it was beautiful to see that they really became real family and real friends by living together in Holcombe Hall.

Good bye, Holcombe friends. We’ll see each other somewhere in the world in near future.

**Holcombe at NAFSA National Conference**

NAFSA (National Association of Foreign Student Advisers) is an association of international educators and the national conference is an annual event. This year, it was held in Houston, TX. Holcombe proudly presented our international living learning community through a presentation “Live, Laugh and Learn Together: Leadership and Intercultural Skills Development at International Houses” along with representatives from International Houses and Dartmouth College.

While I-House Berkeley has $600,000 for their budget, Holcombe’s international special program budget is only $2,000 per year. While I-House London has a long history, Holcombe ILLC was established in 2006. Yet, even with limited resources we have and a short history, we have been successfully grown in the programming area in the past a few years. Also, RAs, Hall Senate and residents have demonstrated wonderful leadership to raise awareness about cross-cultural communication and promote true diversity on campus.

Once I was told that “Holcombe is a secret treasure. Good things are happening but people don’t know about it.” and that made me think “How can we contribute to let people on campus know about how wonderful Holcombe residents and international community are?” and it became part of my motivation to work in Holcombe while prioritizing the Student First philosophy. I hope these efforts in the past, including OTM awards, SWACUHO Diversity Award, this NAFSA opportunity to present our ILLC, will be recognized by the University Housing and beyond and Holcombe ILLC will continue to be the place where international programs and cross-cultural communication happen on campus.

I’d like to say Thank You to Holcombe and its residents for providing me a wonderful opportunity to learn about the world!
STAFF PICNIC!

Photos by David Selby
The Department of Human Resources is renewing the video it uses during New Employee Orientation. One of the scenes will be a secretary in a residence hall interacting with a student. This scene was shot at the Northwest Quad and features Dayvid Cain in the role of “The Secretary!”

Other persons you see here are:
Will Gisler,.............Director & Cinemetographer
John Cooper.................Grip, Gaffer
Mary Lee..........................The Student
Caleb Allee.......................Producer
Barbara Fincher..................Consultant
On May 16, Residence Education bid farewell to Devan Ford, the CRE for Humphreys Hall. Devan began her work with University Housing in July 2010 as the Graduate Assistant for the Crowne Apartments. She transitioned to Humphreys Hall in her GA role in March 2011 and was hired to be the full-time Coordinator for Residence Education for Humphreys for the 2011-2012 academic year.

Devan’s next position is at Texas A&M University in College Station. This is a return to Texas A&M for Devan as she completed her master’s degree from there. Devan will serve as an Academic Advisor for the F.O.C.U.S. Learning Community. She will work with first-generation college students who have received the Regents Scholarship.

While working for University Housing, Devan completed her coursework and comprehensive exams for a doctorate in Higher Education. Her final requirement is the completion of her dissertation which she is continuing to work on at this time.

The staff and residents of Humphreys truly enjoyed working with Devan. The entire Residence Education area will miss Devan and wishes her much success in her new position at A&M.
A committee dedicated to bringing public art to the University of Arkansas at Fayetteville on Tuesday announced it has chosen a Conway artist to create a monument to Silas Hunt, the first black student to enroll at the UA School of Law.

“It was something I felt very passionate about doing,” said artist Bryan Winfred Massey Sr., a professor at the University of Central Arkansas in Conway.

Massey’s proposal was among 33 that the Public Arts Oversight Committee considered for a $30,000 monument to honor Hunt. Artists nationwide applied for a chance to design and build the monument. The 16-member committee chose Massey because of his experience and the quality of his proposal, UA spokesman Laura Jacobs said.

Massey plans an abstract sculpture of steel, bronze and limestone that will stand up to 9 feet tall and contain images of Hunt in the bronze, he said. Massey said he wants to create artwork that makes people think and is unique to UA.

“An abstract piece is different,” Massey said. “It gives people a different way of seeing things more than a statue.”

Massey has been an artist since 1979 and has worked at UCA since 1988. He is primarily a stone carver and works with alabaster, soapstone, limestone, marble and granite. He also casts iron, bronze and aluminum and works with steel.

He was selected as one of 84 people nationally to be included in a book called Studios and Work Spaces of Black American Artists, a news release stated. His outdoor sculptures are in states including Alabama, Mississippi, Texas, Missouri, Kansas and Illinois. In Arkansas, his sculptures are located in Little Rock’s Robinson Center Music Hall and Central Arkansas Library System’s Sidney S. McMath Library. He was selected for the Governor’s Award for the Individual Artist of the Year in 2006, according to a biography on the Arkansas Sculptors Guild website.

Massey’s most recent work, The Jazz Player, was selected and presented to former President Bill Clinton for the fifth anniversary of the Clinton library in Little Rock in November 2009, the release said.

Massey said the Hunt monument is particularly important to him because he is black. Massey said he wanted to be selected to design the memorial because Hunt was brave to attend UA when the South was racially segregated.

UA did not factor in Massey’s race when selecting him to design the monument, Jacobs said.

Hunt enrolled at Arkansas Agricultural, Mechanical and Normal College in Pine Bluff to finish his undergraduate degree after fighting in World War II. He went on to the Fayetteville campus in 1948, the release said. He enrolled at UA without litigation or protest, but the Ashdown native died of tuberculosis in 1949 before earning his law degree.

The university awarded an honorary law degree to Hunt posthumously in 2008 and held an open house Friday for the newly named Silas Hunt Memorial Room in the Arkansas Union.

Massey did not know about Hunt until UA began searching for an artist, he said. Before that, he knew only of the Little Rock integration crisis of the late 1950s. Little Rock Central High School became internationally known in 1957, when nine black students integrated the school. Until then, segregation laws barred black students from Central.

Massey said he hopes his sculpture will put a positive light on Hunt’s story.

The Hunt memorial is meant to expose students to art and history and to make the Fayetteville campus more attractive, said Brad Choate, vice chancellor for university advancement and chairman of the committee.

The committee, which formed last year, plans to install one piece of artwork annually, Jacobs said. The Hunt sculpture, funded through private gifts, is hoped to be complete by this fall, she said.

Massey said the sculpture will be installed north of Old Main, near the academic support building, where the law school was located when Hunt was a student.

Contributed by Florence Johnson

Northwest Arkansas Online, 03/09/2011
Monthly Inventory Cycle Count

One of our responsibilities is to complete a monthly inventory cycle count at the Housing Stock Warehouse. Cycle counting involves ongoing review of a small proportion of total inventory. By engaging in an ongoing cycle counting review, we can achieve a consistently high level of inventory record accuracy, while also investigating the underlying problems that cause inventory record errors. Below are the results from our monthly inventory cycle audits since the beginning of the current fiscal year. The goal is to achieve 1.00% or less in shrinkage/overage.

Our last monthly inventory cycle count for this fiscal year was completed this May. We do not complete a June cycle count because Warehouse Operations will conduct a full yearend inventory count as required by the State legislative Audit Division.

<table>
<thead>
<tr>
<th>Month</th>
<th>Result</th>
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<tbody>
<tr>
<td>July 2011</td>
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<tr>
<td>September 2011</td>
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<tr>
<td>May</td>
<td>0.58%</td>
</tr>
</tbody>
</table>

New Finance Staff

We would like to welcome Hannah Mertz to the Finance Team. She is the Fiscal Support Student Worker. Her main focus will be on utilities spreadsheet management and other type of trend analysis. She is working towards a BSBA degree in Transportation/Logistics.

Students packing vehicles in Lot 40

END OF THE SPRING SEMESTER!
• A big SHOUT OUT to Judy Kendrick for creating Housekeeping Tracking! Thanks! ...................................................................................................................Debbie Power

• I want to nominate Mike Wingert. Staff at the Housing Warehouse, Shipping and Receiving. He goes out every day into the bad, bad world around us, on and off campus. He picks up parts and supplies for all, Maintenance, Housekeeping, Warehouse, Offices and so on. He does so with an attitude to get the job done. Of course he has his good days and bad, just like anyone else. He is honest and sincere, and I do appreciate the hard work that he does for us all. Thanks to Mike... Hats off.

• Hats off to everyone who had a hand in the Futrall IT Relocation Project! Futrall #157 was transformed into an office area to meet the needs of our staff. Thanks to the maintenance staff, the HIT Team and the IT staff for jumping in and helping during the relocation! .................................................................Judy

• Bill Lacey, thank you for being the voice for housekeeping during the Pomfret construction! You played a major role in coordinating the process ..................Judy

• Zach, Pablo, Juan, Lewis, Garland, and Bill ? thanks for dealing with all the trash after move out! .........................................................................................................Judy

• Housekeeping Staff! Great job preparing the buildings! I appreciate your positive attitude! ........................................................................................................Judy

• Barbara, Marvena, Mira ? Fantastic coordination during the move out blitz! I could not have done it without you! .........................................................................................................Judy

• Diana Bell! Thanks for emptying trash in Pomfret Residential Facilities office while Housekeeping staff were devoted to blitzing in preparation for Walmart! ..................Judy

• I appreciate Nikky Guess because shes a very good hard worker and leader and she does need to know. She never gets thanks for what she does and she deserves it.

• My hat goes off to Barbara John - shes very hard worker, shes has a lot of patience with me when something comes up on the computer such as new paper work I have to fill out and she always helps me through. She never gets mad or loses her cool. She just needs to be appreciated for what she does.

• Thanks to Collin who came over numerous times to help me get my second screen set up at ARKA along with the newest Exchange. He was kind and patient which meant a lot to me. I even got to know him a little better as a person. That is always a plus! ..........................................................................................................Shirley Claypool

• Thanks to David Selby for taking awesome picnic photos! ..................Kent Perrodin

Have a compliment? Email it to houscomp@uark.edu. Please let us know if you would like your compliment to remain anonymous. Thank you!