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Staff Senate Meeting Minutes

Staff Senate

2023-01-12

Minutes Staff Senate Meeting, January 12, 2023

University of Arkansas, Fayetteville. Staff Senate

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Staff Senate Minutes
January 12, 2023, 9:30AM
Unity House – Multipurpose Room

- I. The meeting was called to order by chair, Roy Cordell at 9:31 a.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 – Debbie McLoud
 - 1. There is a new Chief People Officer – Michelle Wolfe. She will begin Feb 1
 - a. Debbie will accompany her for the February meeting and will continue to provide updates to us on the class/comp project
 - 2. There is a survey in Workday to provide feedback on flex/remote work
 - 3. It's time for performance reviews, but they're not yet ready to launch in Workday
 - a. There is a training available for supervisors
 - 4. Class/comp project is moving along – 1/3 complete so far
 - a. Started a 5-month part of the project to work on classification of positions
 - b. Proposed a new job family architecture of 20 broad categories, including HR, IT, communications, marketing, etc.
 - 1) Roy has been on the advisory committee for it.
 - 2) Working on developing job profiles for the higher level job families along with sub families. Will be reaching out to subject matter experts to help confirm that descriptions drafted accurately describe the positions
 - 3) Goal is to accurately describe positions on campus regardless of the supervisory organization they belong to
 - c. Next step is to map current people to ensure that job architecture works and matches what we need on campus
 - d. Hope that the end result of the five months is a classification manual to have documented policies and procedures for how positions are classified consistently
 - e. After this, there will be a compensation analysis, comparing our salaries to the market
 - f. Goal is to complete in a year so that recommendations can be considered and implemented
 - 5. Inclement weather
 - a. The goal is to move toward remote operations as much as possible, so try to ensure that you are able to work remotely
 - b. Log inclement weather leave, if needed
 - 6. Questions/discussions
 - a. How does the state hiring freeze affect use?
 - 1) We have been advised that it does not affect us – the executive order excludes directors, employees, and academic personnel in institutions of higher learning
 - B. Parking and Transit Updates – Gary Smith

1. Issuing citations without envelopes. Information that was on the envelopes is now on the back of the citations
2. Working on going cashless – taking cash/coin until spring break
3. Resident reserve lots return to resident only on Tuesday, January 17
4. Questions/discussion
 - a. May be able to buy extended bus. There are a ton of federal regulations we have to follow (e.g. buying American)
 - b. Is it possible that someone can buy their permit on a Monday and it not show up on Tuesday and they get a parking violation?
 - 1) Gary said just contact them if that happens
 - c. Update on SCEN parking lot?
 - 1) Yes, last week, the eastern two spaces didn't meet the slope requirements of the ADA, so they had to fix it
 - 2) Those spaces need to be striped and the guard rails installed
- V. A motion was made, seconded, and passed to approve the Staff Senate December minutes
- VI. Treasurer's report – Wayne Bell
 - A. Wayne put a copy of the budget in Teams
 1. There were no expenses other than catering in mid-December for Staff Appreciation
 2. Need to move scholarships transactions because they were miscategorized
 3. Wayne put itemized salary and fringe on the Teams chat
 - B. Questions/discussion
 1. Awards ceremony – planning to do one in the spring
- VII. Committee Reports
 - A. Awards – Jen Boyer
 1. Taking over the awards committee for Aaron who is leaving the university. Will send out an email to the committee soon
 2. Team Awards due February 3rd. Can extend, if needed.
 - a. Might do another Newswire. Will definitely do another if the date is extended
 - B. Communications – Vince Capps
 1. Submitted Newswire for Outstanding Team award
 2. Also submitted Newswire regarding UREC membership benefit
 3. Updated the website as well as requests from Betsy and Elizabeth
 4. He has replaced Rachel as the Communications Chair and has updated the website
 5. Updated the website with scholarship information
 6. EOQ2 call for nominations ran this morning – also updated social media
 - C. Elections – Elizabeth Miller
 1. Met yesterday
 2. Have a tentative schedule – have a list of employees and updated organizational chart
 3. Goal is to finalize eligible employees by Feb 15
 4. Will open nominations March 1 and close March 24th. Open elections April 1st and close April 21st, allowing potential runoffs. May 1st – all senators in place.
 - a. Should be able to elect officers in May
 - D. EOQ/EOY – Autumn Parker
 1. January 15 is the deadline for EOQ2 nominations.

2. Hope to announce EOQ1 next week
 - a. Anyone not chosen for EOQ1 will roll over for EOQ2 nominations
- E. Internal Affairs – Erin Butler
 1. No major updates – group met recently
 - a. Discussed what heard about inclement weather. Talked about switching from closed campus to modified campus – e.g. keeping open Union, library, UREC, etc.
 - 1) Campus may shift to more of a remote operation
 - b. Encouragement to complete flex/remote work survey
 - c. Discussed the tuition discount program
 - d. Birthday hours – concern for employees who are hired after their birthday
 - 1) Reached out to Katherine Moore who confirmed. Has heard from more people than normal this year regarding that concern, and she has passed the concern along to the system office
 - e. Discussed sick leave upon retirement
 - f. People on the committee continually said, “If we want to be an employer of choice, ...”
 2. Questions/discussion
 - a. Pay out for sick leave for non-classified – issue is that if they do it for staff, they have to do it for faculty
 - 1) Conversation that if it were to be paid out, it would need to be capped
 - b. Holiday leave – two annual leave days – concern with people who come in at a time that doesn’t allow them to accumulate leave.
 - 1) Should be something for new people so they can have the holiday rather than have to work

VIII. New Business

- A. 4 Vacant positions for Staff Senate – Roy Cordell
 1. Aaron Abbott, Rachel Grey, Chelsea Martin, Vacant VCFA
 - a. 2 academic affairs, one at large, VCFA
 - b. Entertain nominations
 - 1) Someone put forward Cindy Ryan
 2. Also have three openings on Campus Council and need to get in place before next Campus Council meeting
 3. When we do elections, ensure that people know you are nominating them
 - a. We also need to make it clear that people require two nominations
- B. Discussion about legislative activities – Jen’s ability to chair Legislative and Awards at the same time. Concern about her serving as the chair of both – losing a seat on Exec
 1. Will discuss further

IX. Old Business

- A. Childcare Assistance Committee Update
 1. City of Fayetteville Childcare Assistance Program for low-to-moderate income families
 - a. Article: <https://news.uark.edu/articles/63003/city-of-fayetteville-offers-child-care-assistance-program>
 - b. Meeting with Dr. Robinson last week – with regard to our proposal

- 1) Main thing being addressed right now is to prioritize the campus community with access at Jean Tyson
- 2) The university has picked up Jean Tyson's bond
- B. Takeaway exercise for new Chancellor – Erin Butler
 1. How we can help Dr. Robinson understand what is on the minds of staff.
Discussed having a survey to ask the same questions
 2. Potential questions
 - a. Other than increases in salary, what is one thing that would help the University of Arkansas become an employer of choice for staff?
 - b. What is one thing you'd like to see Staff Senate address in the coming year?
 - c. What is something you enjoy about working at the U of A?
 3. There may be another survey coming out from HR soon – will confirm that questions aren't duplicates
- X. Chair's Report – Roy Cordell
 - A. Class/Comp – coming up with a structure where it will be more clear to staff the level of classification they are in – clear steps
 1. Career pathing – classifying the work, not the people
 2. Questions from the committee
 - a. How does it affect the state titles?
 - 1) Would like to move away from blanket use of "Project/Program Specialist"
 - b. Are we keeping working titles?
 - 1) Sometimes departments change titles because can't change salaries, causing two people with the same job to have vastly different titles.
 - c. Not sure whether they will be able to better align state titles with working titles
 - B. Remember Help-A-Hog – email from Roy. Please wear your Staff Senate shirt if you help.
 - C. Calendar – if your committee or group does something consistently, please put it on the calendar. It's in the files section in Teams.
 - D. Exciting things planned for the Staff Senate picnic in May, but can't discuss yet
 - E. Inclement weather policy – some think we need to revise because we are out of line with other system campuses
 1. Discussion about the fact that other parts of the state don't have the same level of inclement weather as northwest Arkansas
 2. Please attend the Campus Council meeting if at all possible
- XI. Upcoming Meeting
 - A. February 8, 2023 – Unity House, Multi-purpose Room, 9:30am – 11:00am
- XII. Around the Senate
 - A. N/A
- XIII. A motion was made, seconded, and passed to adjourn at 10:46 a.m.

Senators in attendance: Aaron Abbott, Wayne Bell, Karmen Boddie, Tony Boyd, Jen Boyer, Betsy Bushmiaer, Chris Butler, Erin Butler, Garry Butler, Vince Capps, Roy Cordell, Tracy Deffebaugh, Kim Gillow, Rachel Gray, Travis Hefley, Alli Johnson, Elizabeth Miller, Autumn Parker, Ben Pollock, Allen

Porter, Ashley Reeves, Kaitlyn Riggan, Stephen Ritterbush, Amber Roth, Amy Shell, Myrlinda Soedjede, Trish Watkins, Carrie Whitmer

Senators not in attendance: Michela Cupello, Derrick Hartberger, Chantel Moseby