University of Arkansas, Fayetteville

ScholarWorks@UARK

Staff Senate Meeting Minutes   Staff Senate

2023-07-12

Minutes Staff Senate Meeting, July 12, 2023

University of Arkansas, Fayetteville. Staff Senate

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Staff Senate Retreat Minutes
July 12, 2023, 9:00 AM
Inn at Carnall Hall

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1. The meeting was called to order by chair, Roy Cordell, at 9:07 a.m.
   a. A motion was made, seconded, and passed to adopt the agenda.
   b. Roll Call – Myrlinda Soedjede
   c. A motion was made, seconded, and passed to approve the June minutes.
   d. Treasurer's Report
      i. No updates – no new expenses so far
2. Introductions – Senators introduced themselves
3. Chancellor Robinson
   a. University has a reputation of being very service-oriented, and that is due to the work of staff
   b. Upcoming class = 6,400 (goal was 6,800). Waitlisted some students from out of state (caused some unexpected melt in enrollment). We don't waitlist Arkansans. Texans pay more than Arkansans.
      i. Second largest class in UA history
      ii. Plan is to try to get back to 6,800 in the future
   c. Doing well in SSCHs, retention, and graduation rates
      i. Trajectory is looking good
   d. Working with faculty to ensure they have needed resources
      i. I^{3}R construction is going well
   e. No additional programming on campus that does not accompany a parking solution
      i. Considering making Bud Walton available for wider use but wants parking availability to be included
      ii. There is a parking study, which will inform parking utilization and needs
   f. Class/Comp Study
      i. Purpose: establish a better baseline for how we operate considering positions, salaries and career ladders
      ii. More equitable pay scales across campus for similar work
      iii. Not sure what overall costs of the process will be
   g. Desire for the U of A to operate as one rather than in silos or various units only functioning according to their own interest.
   h. Questions/discussion
      i. Lack of communication/connection between people with similar jobs in different units (example of where this is occurring – web design community)
         1. Better communication and coordination between individuals with similar roles
      ii. Number of units being outsourced – what occurs for the people who are working for the university whose jobs are being outsourced?
         1. Challenge in hiring people – if we can't hire, the jobs don't get done (e.g. grounds)
         2. RFP process does not necessarily mean people will lose their jobs

  iii. Need more cost/benefit analyses of current operations – are things occurring as efficiently as possible

  iv. Communication regarding merit increases was missing. Many employees were not aware of what increases were happening along with when and how much. Desire for improved communication going forward.

   1. News article was released late

  v. Employer of Choice Initiative

   1. DEI imbedding – HR recruitment and talent development

    a. HR will serve as a tool to better serve the entire campus

    b. Working on improving the skills of our workforce

    c. Working in Student Affairs and Student Success to better serve students from marginalized backgrounds

   2. Belonging – will task HR with belonging for faculty/staff and Student Affairs with promoting belonging among students

   3. Will establish metrics and hold ourselves accountable for achieving those metrics

   4. Question about insurance premiums – they are controlled by the UA System. Our campus does not control them

  vi. How is the support for our initiatives at the state level (DEI, class/comp, etc.)?

   1. There is support for ensuring that the university is an equal opportunity institution

   2. Intention is to work toward equal opportunity more effectively through imbedding efforts into larger units

  vii. Classroom space – many departments lack classroom space

   1. Tradition of units controlling spaces – looking at how to get units to input more classes. We don't have a class space problem. We need to adjust classroom management

   2. Conducting a formal space analysis

  viii. Grad student needs – GPSC conducting a study on compensation and needed support for graduate assistants

4. BREAK

5. Classification and Compensation Update

  a. Michelle Hargis Wolfe was unable to attend, and Roy reviewed the class/comp PowerPoint

6. LUNCH

7. Ann Bordelon

  a. Three pillars: Advancing Student Success, Achieving Research Excellence, Employer of Choice

   i. Workday

    1. Workday stabilization and optimization (Stabilization is just about complete. Optimization will never end – always a work in progress)

    2. Workday User Solutions established about a year ago (James Morrison, J'onnelle Colbert-Diaz, Thad Turman)

       a. Voice of campus regarding Workday needs – how to make it better
       b. Tagline: "Making your day work"
   3. June – announced new recruiting trainings – visit https://workday.uark.edu/ for additional information
       a. If there are Workday training needs, let James Morrison know

ii. Procurement
   1. Procurement transformation – working with a company
       a. Could save $5M because of renegotiations of contracts
       b. Asking if we can renegotiate services for the UA System
   2. Moving to category management – people in procurement previously engaging in multiple procurement areas, but attempting to have a specialist for each aspect of procurement
   3. Streamlined the approval process for requisitions – working to implement auto-approvals where possible (especially when the risk is low and high volume) – could apply to >50% of requisitions

iii. Class/Comp
   1. Way that we process jobs and assign compensation to jobs – how do we manage the processes?
   2. Career pathing and talent management – how to develop our employees and invest in and promote their success

iv. Campus planning
   1. Do we need all of the facilities we have? Are we using our space effectively?
   2. Selecting a partner to help with a parking study

v. Shared services/administrative partnerships
   1. Many services are dedicated to certain units, but should be applicable to all
   2. Will communicate with units regarding their specific needs

vi. Data strategy and reporting
   1. Institutional Research has been renamed to Office of Strategic Analytics and Insights
       a. Working to create a team and organization that can provide real insights
       b. People looking at data on a consistent basis and what insights we can gain from the information
       c. Group – Brandon Bayles, Jeanette Ackridge, Rob Pilgrim, James Morrison, and others
          i. Doing focus groups with data people across campus
          ii. How do we create a single source of the truth on data across campus
          iii. Data definitions/library?
          iv. If we need specific reports out of Workday, contact James Morrison

- vii. Research/OSP
    1. Academic and support units work with grants. Are we thoughtful about activities that occur in OSP vs in the units – should more occur in the units?
        a. Margaret is very process-oriented
- viii. Budget models
    1. We use a marginal revenue model – most higher ed institutions likely use this model
        a. You receive the same budget each year, and we figure out how much extra money we will have because of tuition or other revenue streams
            i. Parse extra funds out based on needs
    2. Looking at other budget models and seeing what makes the most sense for efficiency
        a. Considering enrollment peak – limited marginal revenue
    3. Looking into budgeting software to allow real-time analysis for various scenarios
        a. Budget analytics tools
- b. Questions/Discussion
    - i. Parking study
        1. Handicap space utilization and access across campus
    - ii. Class/Comp
        1. Need to cross train and document all aspects of work/succession plan
        2. Some supervisors don't know what their people do
            a. Should have no more than 5-7 direct reports and no more than X layers between boss and lowest level
            b. Planning to address this issue
        3. 360 evaluations?
            a. Ann supports 360 evaluations
            b. Can be done in Workday
8. 2:00 p.m. – 3:00 p.m. – Ashley Ingram; Personal Values Exercise
    a. Ashley led the Senate in an exercise to identify our personal values and how they guide our work as Senators
9. 3:00 p.m. – 4:00 p.m. – Senate Committee Overview and Formation of Campus Committee Memberships – Senators accessed a form to list their desired committees
    a. Awards – Elizabeth Miller
    b. Communications – Vince Capps
    c. Elections – Kim Gillow
    d. EOQ/EOY – Ashley Reeves
    e. Internal Affairs – Wayne Bell
    f. Legislative – Trish Watkins
    g. Scholarship – Garry Butler
    h. Special Events – Kaitlyn Riggin
    i. Transit, Parking and Safety – Michela Cupello

      j.   Campus Council Representation – Roy Cordell

      k.   Campus Committee Representation – Roy Cordell

10. Upcoming Meeting – August 9, 2023, 2:30 p.m. – CORD 349

11. A motion was made, seconded, and passed to adjourn at 3:45 p.m.

Senators in attendance: Wayne Bell, Karmen Boddie, Chris Butler, Erin Butler, Garry Butler, Vince Capps, Becca Clifton, Roy Cordell, Kim Gillow, Walter Green, Hershel Hartford, Travis Hefley, John Jackson, Alli Johnson, Elizabeth Miller, Katherine Miller, Ruth Parcells, Autumn Parker, Rachel Piontak, Ben Pollock, Allen Porter, Ashley Reeves, Kaitlyn Riggin, Stephen Ritterbush, Amber Roth, Cindy Ryan, Myrlinda Soedjede, Carrie Whitmer

Senators not in attendance: Jen Boyer, Michela Cupello, Tracy Deffebaugh, Alisha Gilbride, Amy Shell, Trish Watkins