



STAFF SENATE

February 15, 2018

Student Services Center—Donaldson Auditorium (Room 104)

10:00 a.m. – 11:00 a.m.

- I. Welcome and Introductions
 - Richard Harper, President, welcomed Staff Senate members and guests and called the meeting to order at 10:02 a.m.
- II. Review Minutes
 - Richard Harper asked for review of the minutes. Dara Goad motioned for approval, and Laura McClellan seconded the motion. Motion was approved.
- III. Treasurer's Report
 - Richard Harper presented Mary Worthy's report that there was \$81.12 in the Agency Fund. Maintenance account has \$4750. Professional Development Account has \$2,000. Angie Faller motioned, and Rena Burt seconded. Motion was approved.
- IV. Committee Updates
 - Blood Drive – Dara Goad, February 14, 2018 Blood Drive: 35 showed up, 27 were able to donate. Didn't meet goal of 28
 - Communications – no update
 - Fundraising – no update
 - Governance – no update
 - Helping Hands – no update
 - Issues and Concerns – no update
 - Professional Development – no update
 - Staff Awards Ceremony - Angie Faller reported, Friday, April 20th at 10:00 AM in EIT auditorium, staff excellence nominations will open up 2/19 and open until 3/19. Staff senate and book awards will be open as well.
- V. Ad Hoc/University Committees
 - Campus Beautification – Richard Harper reported committee met, email the committee, or fill out the report form on facilities website.
 - University Budget – Laura McClellan reported the committee met last week, are expecting a more clarified charge for the committee at the next meeting. There is a projected lower enrollment and may result in a deficit in the budget.
 - HLC/Accreditation – coming up in 2020. Anticipate inviting Dr. Finzer to come to meeting

- Policy Advisory – Heather Reed shared there was a discussion on the evolution of eSTEM, concerns that have come up, and how things are being addressed both at UA Little Rock and eSTEM. There is a new link to share concerns with both units. Faculty, Staff, and students are encouraged to share concerns. <http://ualr.edu/studentaffairs/estem-communication-report/>
- Social Engagement - no report (Goal of the committee is to increase engagement among staff across campus. Considering an event this spring.)

VI. Guest Speakers

- Non-classified Employee Evaluations and Proposed Edits to Employee Handbook—Dr. Charles Azebeokhai (AVC/CHRO)
 - This is for non-classified employee performance evaluation form. Issued a charge to create the evaluation process. Started with updating the job descriptions and then started a committee to examine evaluation process. Parts of the evaluation were discussed on the committee. This process is an opportunity to mentor and grow an employee.
 - Job responsibilities are tied to your job description.
 - Five ratings (Outstanding, Exceeds Expectations, Meets Expectations, Below Expectations, Unsatisfactory) Top two or bottom two ratings the supervisor must provide explanation. If the bottom two rating categories are selected, a performance improvement plan should be implemented.
 - Competencies
 - Supervisory
 - Achievements & Accomplishments
 - Goals/Future Plans/Professional Development
 - Overall Evaluation Rating Summary
 - No formal evaluation this year due to the short time period for implementation. This time will be used to meet with employees to plan for next year.
 - If you have suggestions, please send them to Human Resources to be considered before final implementation next year.
 - A guide has also been developed for supervisors.
 - Reminder to document all incidents and follow procedures and protocols.
 - Handbook has been updated
 - Met with campus representatives and asked what is new in various areas of campus.
 - Took the updates, talked to campus partners, examined best practices, and has been updated.
 - This handbook is currently in the hands of legal counsel.
 - Question and Answer period
 - Question about the number of classified and non-classified staff members on campus. There are about 1,500 of both categories. There are more classified staff members.
 - Will there be trainings for supervisors? Yes, there will be trainings offered through Human Resources.

- The evaluations will be mandatory, but the training for supervisors is not mandatory. The recommendation was made to require all supervisors to be required to attend training.
 - Dr. Charles Azebeokhai stated that he has shared his request to have the training mandatory with the university leadership but has been told that the training for supervisors would not be mandatory. Dr. Charles Azebeokhai encouraged staff senate to submit a recommendation on the required supervisor training.
 - Will the evaluation forms be available for FOIA requests? The answer was unclear.
 - How long will the evaluations be held on record? In perpetuity.
 - Will directors be evaluated? Yes, all non-classified employees will be evaluated.
 - What do we do with evaluations for this year? Continue to use them but next year, the new forms will be required.
 - How long is the open comment period on the process, forms, and manual? One year.
 - Is there a policy written requiring evaluations to be completed? No, there is no policy.
 - The evaluation period starts March 1, 2018 to February 28, 2019. Set up goals now.
 - A mass email will be sent out regarding training.
- Legal Shield—Jimmy and Stephanie Walker
 - This service is already available as campus employees.
 - Company has been around for 45 years, services over 4 million members, and based in Oklahoma.
 - App is available
 - Affordable, Accountable and Responsible
 - Top ranked attorneys.
 - Tickets, wrecks, wills, 24/7 emergency access, and other services are covered with a discounted rate.
 - It is a self-pay, but there is a significant discount for UA employees.

VII. Open Forum

- Staff Engagement, Mission and Vision for the Future

VIII. Adjourn

- Adjourned meeting at 11:01 AM

IX. Next Meeting—March 15, 2018

In attendance: Angelita Faller – Communications; Belinda White – CEHP Advising and Support Center; Camille Guess-Mitchell – Financial Aid; Cynthia Evans – Human Resources; Dara Goad – Human Resources; Heyan Dannawi - History Department; Janet Davis – Provost office; Jessica McKinney – eLearning; Jonathan Smith - Financial Services; Lauren McClellan - Collections/Archives; Mark Pellegrini – COB; Mary Worthy – Procurement Services; Rachel Jones – CSS; Rena Burt – COB; Rosalie Shahan – MidSOUTH