



STAFF SENATE

Staff Senate Monthly Meeting
Thursday, November 18, 2021
via [Zoom](#)
10:00 a.m. – 11:00 a.m.

- I. Welcome
 - Called to order at 10:01 a.m.
- II. Review of Minutes
 - A. Approved
- III. Treasurer's Report
 - A. No report from the treasurer.
 - B. President Shahan found no new charges against the accounts and the balance is still the same from the last meeting.
- IV. Committee Reports
 - A. Staff Senate Committee
 1. Blood Drive
 - a) Reed Claiborne
 - (1) Net 40 units of blood at first blood drive
 - (2) All appointments were filled and people were turned away
 - (3) 35 units of blood at next blood drive
 - (4) Arkansas Blood Institute feels UA Little Rock could do a blood drive almost every month and hit a good goal.
 2. Communications
 - a) Lydia Perry
 - (1) The committee is putting final touches on the newsletter draft and it should be sent today or tomorrow.
 - (2) Aiming to release a newsletter once a month
 3. Fundraising
 - a) Ashley Nipp
 - (1) Raised over \$300 at last month's Chipotle fundraiser
 - (2) Next fundraiser will be at Raising Cane's in January
 4. Governance
 - a) Cody Henslee
 - (1) No updates
 5. Helping Hands
 - a) Tami Cane
 - (1) Boxes are placed and items are being collected for baskets
 - (2) Food items can count towards the All In Campaign
 6. Issues and Concerns

- a) Ross Bradley
 - (1) Issue raised about COLA increases
 - (2) Ross asked for people to continue submitting these.
 - 7. Professional Development
 - a) President Shahan
 - (1) <https://forms.gle/ik5AkuPZ7zLhG16j6> for professional development ideas.
 - (2) President Shahan has received some committee responses and will process those this week.
 - 8. Staff Awards Ceremony
 - a) Ross Bradley
 - (1) Updates coming in January
 - B. University Staff Senate Appointments
 - 1. Building and Grounds
 - a) No updates
 - C. University Staff Appointments
 - 1. Athletics
 - a) No updates
 - 2. Sustainability
 - a) Nancy Hyde
 - (1) Gave updates on Sustainability Day that occurred last month -it was very successful.
 - (2) Ian Hadden – Facilities is working on getting bottle-filling water fountains installed.
 - 3. Traffic
 - a) No updates
 - 4. Dining
 - a) Nancy Hyde
 - (1) Missed last meeting due to a conflict
 - (2) Next meeting is today
 - (3) The contract with Sodexo and UA Little Rock is being reviewed.
- V. Guest Speaker - LaTonda Williams, Associate Vice Chancellor for Human Resources
 - A. COLA Raises and Merit Pay/Why are we sometimes considered state employees and other times we are not?
 - 1. HR has received several questions about the Juneteenth holiday. HR cannot make decisions regarding Juneteenth. That is a decision the governor will make for the state.
 - 2. Pay is governed differently based on classified vs. non-classified employees. Non-classified employees have more salary flexibility. Pay increases are based on each campus and are not mandated by the state.
 - 3. If a non-classified employee thinks they are not being paid market rate then they should take this information to their supervisor.
 - 4. HR is working on salary surveys for faculty and will then eventually look at staff.
 - B. Annual Reviews – upcoming changes?

1. No changes will be made to annual reviews in the coming year. The process will be the same as last year and the process will take place in Workday.

C. Staff Handbook Updates

1. The handbook is currently being updated and will be sent out in the early part of next year. Handbook will be the same for classified and non-classified employees.

D. Benefits of tuition waiver and student loan forgiveness

1. HR does not play a big part in the loan forgiveness program except for verifying employment.
2. Make sure to turn in your tuition waiver as early as possible to allow time for HR and student accounts to process. This is for 90% tuition update

E. Classified and non-classified staff raises

1. July 1 some classified employees were given raises. The state adjusted the minimum.

F. What is being done to recruit for positions? What about the ground crew jobs that were outsourced? What steps are being taken to fill positions?

1. No information to share.
2. Posting positions – It has been difficult to fill positions since COVID.
3. Targeted recruitment is being used when the position requires it

G. Exit Interviews

1. HR is working on an exit interview process. Karen Baker will be doing exit interviews.
2. HR is working on forms for employees to do anonymous reporting.

H. Applications in Workday – It's difficult for some people to ensure that they have applied for a position and some sections aren't clear on what documents need to be uploaded.

1. Contact AVC LaTonda Williams if you have applied and feel like your application was not addressed.
2. HR can make Workday aware of issues but can't make changes.

I. Flexible Work Arrangements

1. The new policy will be coming out after the beginning of the year. Remote work will not be a part of it.

VI. Open Forum

- A. Activities going on campus – Angie Faller is looking for stories around campus
- B. Staff Senate Pictures – Ben has agreed to be the photographer. Rosalie will send out the date poll soon. The picture will be taken outside and the dress code is UA Little Rock gear.
- C. No December Staff Senate Meeting

VII. Adjourn

- A. Cody
- B. Kesha

VIII. Next Meeting - Thursday, January 20, 2022