



Wednesday, September 13, 2017
Meeting Minutes

Senators Present: Beth Adair, Sharla Ashcraft, Kimberly Ashley-Pauley, Tachia Awbrey, Jason Cole, Jenna Davidson, Jason Davis, Austin Dodson, Nadia Eslinger, Julia Dossett Morgan, Shelby Fiegel, Roger Gelwicks, Lesley Graybeal, Gina Haddick, Kristin Heffington, Lori Hudspeth, Carmesha Jemerson, Kristin Jetts, Kimberly Klotz, Lesley Knox, Leanna McClendon, Thomas McDaniel, Alyson McEntire, Susan Peterson, Karen Pruneda, Erica Ruble, Steven Shook, Jaleesa Thomas

Senators Absent: Diana Burroughs, Kevin Carter, Tyra Phillips, Craig Seager, Marie Smallwood, Tracy Spence

Guests: Taine Duncan

I. Call to Order

- A. President Ruble called Staff Senate to order at 10:00 am on August 30, 2017, in Wingo Hall 315.

II. Acknowledgement of August 30, 2017 Meeting Minutes

- A. President Ruble acknowledged the electronic approval of the last meeting’s minutes.

III. Officer Reports

- A. President, Erica Ruble
 - 1. The Center for Teaching Excellence will host a civility workshop (called “Beyond ‘Please’ and ‘Thank You’: Conveying Civility and Respect in Workplace Communication”) for Staff Senate, Faculty Senate, and SGA in McCastlain Hall on September 27, 2017.
 - 2. The IST Peer Review with Staff Senate is on Tuesday, September 26, 2017, at 9:00 am in Wingo 315. Any department heads are welcome to attend; those interested should contact Erica to ensure that space is available.

3. Reynolds Performance Hall ushering

a) Staff Senate sent an email to campus asking for a pool of volunteers to be ushers at Reynolds Performance Hall shows in the fall semester.

(1) Question: How much holiday time is accrued per show?

Answer: It varies depending on the length of show. All twelve volunteers must arrive at Reynolds 90 minutes before the performance begins. Six of the twelve volunteers must stay for the entire show, while the other six can leave as soon as the show begins.

(2) Question: Does Staff Senate earn the same amount of money from this volunteering as from football games?

Answer: Earnings from Reynolds volunteers are different than football games, just as basketball games earn a different amount than football games.

(3) Question: How early do volunteers in the pool know they are tapped to usher for a show?

Answer: Staff Senate will be forming a “Reynolds ushering committee” to create this process since this ushering opportunity is brand new. Senators Kimberly Klotz and Jason Cole (who are members of the Public Appearances University committee), have agreed to be co-chairs of this new Staff Senate committee.

B. Vice President, Lesley Graybeal

1. Due to a senator having to resign from Staff Senate, Leanna McClendon (administrative assistant at the HPER Center) will represent Student Services for the remainder of the fiscal year on Staff Senate.

C. Secretary, Roger Gelwicks

1. With the football volunteer process changing significantly and the new Reynolds ushering opportunity now available, there are revamped pages on the Staff Senate website outlining these volunteer opportunities (<http://uca.edu/staffsenate/volunteer-opportunities/>).

D. Treasurer, Beth Adair

Staff Senate Account Balances (as of September 13, 2017)

Agency Funds	
Regular Account	\$3,609.72
Professional Development	\$48,630.00
Continuing Fund	\$88,978.00
Agency Account	\$10,663.80
Foundation Funds	
Scholarship Fund (0075)	\$18,959.83
Scholarship Fund (0727)	\$34,415.87
Employee of the Year Award Fund (0154)	\$5,889.99
Employee of the Year Award Fund (0656)	\$12,030.25
Staff Enhancement Fund (0801)	\$52,501.93
Staff Senate Enhancement Fund (1054)	\$18,479.05
Emergency Fund	\$3,222.65
Angel Bear Tree Fund	\$2,358.62

E. Ex Officio, Kevin Carter

1. No report

IV. Senate Committee Reports

A. Courtesy Committee

1. The committee sent sympathy, thinking of you, goodbye, get well, and congratulations cards to several individuals on campus.

B. Football Committee

1. Volunteers will be taking tickets for the first home game of the season on September 16, 2017 (vs Southeastern Louisiana).

C. Professional Development Committee

1. The committee met on September 6, 2017, to review the applications for Q2. There were over \$30,000 worth of applications from over 20 staff on campus. The committee was able to award \$13,750 to 13 staff members.

2. Applications will open for Q3 in November.

V. University Committee Reports

A. Health and Wellness Committee

1. Since a university wellness coordinator was not hired, the committee is looking at corporate wellness firms instead of individual coordinators; the committee is weighing the pros (such as centralized biometrics) and cons (such as less personal touch) to the University contracting a firm instead of hiring coordinator. The committee next meets on September 14, 2017.
2. For Be Well, the biometric screenings are due by September 30, 2017. Those who do so will start receiving their \$20 discount on their health insurance premiums on January 1, 2018.
 - a) Question: Are the biometrics due to be turned in by September 30, or does it have to be dated no later than that day?
Answer: The screening must be simply turned in September 30.
3. The Be Well education seminars kick off this month.

B. Strategic Planning Committee (SPC)

1. Julia Winden-Fey presented on the Student Success and Retention Council and its involvement with overall Strategic Plan of the University.

C. Employee Benefits Advisory Committee

1. The committee met last week. They are waiting on the final sets of numbers before they can have a better idea of what rates will be for benefits in the next year. They hope to be able to present new rates in October. It is an involved process with which Stephens, Inc. assists us.

VI. Old Business

- A. None

VII. New Business

- A. Senator Fiegel made a motion to appoint Senator Jenna Davidson as the new Parliamentarian/Historian for the current Staff Senate term. Senator Shook seconded. The motion passed with no objections.
- B. Senator Davidson made a motion to pass the Civility Training Funding Resolution, which allocates no more than \$100 to help pay for the refreshments

at the civility workshop for Staff Senate, Faculty Senate, and SGA on September 27, 2017. Senator Ashley-Pauley seconded. The motion passed with no objections.

C. Senator Steven Shook made a presentation asking for funding for StrengthsQuest Coach certification.

1. UCA does not currently have anyone on staff who has this StrengthsQuest Coach certification, and this has been the case for at least six years. There is a demand for this training, and it is especially cumbersome and expensive to host this training when bringing in an outside coach not affiliated with UCA.
2. Were Steven to become a Certified Coach, he could more readily offer this training to faculty, staff, and student groups at UCA. There is a demand for this training, as Steven has been asked to present on StrengthsQuest about 20-25 times a year.
3. The full costs of the conference would be up to \$7,500, with the possibility of an education discount. This funding would come from Staff Senate's Staff Enhancement Fund.
4. He would attend the conference in January or February should his funding be approved.
5. Senator Davidson made a motion to approve this funding. Senator Ashley-Pauley seconded.
6. After discussion, the motion was tabled so that senators could prepare more questions and ask them to Steven directly at the next meeting. Staff can send questions to be asked to Secretary Gelwicks (rgelwicks@uca.edu).

D. Senator Gelwicks made a motion to change the Staff Senate requirement for senators to volunteer for two football games and two basketball games to any four volunteer events (Reynolds performances, football games, and basketball games). Senator Eslinger seconded.

1. Due to the change in expectations for football game volunteering (particularly that the number of needed volunteers went from over 20 to 7 per game) and the new opportunity to usher at Reynolds Performance Hall shows, it is no longer necessary for senators to usher at two football games in order to fill the volunteer slots.

2. Question: Would commencement be included in these volunteer options?
Answer: No, because Staff Senate does not earn funds from commencement volunteering.
3. The motion passed unanimously.

VIII. Good and Welfare

- A. The Be Well education seminars kick off this month.
- B. UCA Library is celebrating Banned Books week September 24-30, 2017. More details are listed at <http://libguides.uca.edu/blog>.
- C. Reynolds Performance Hall is excited to partner with Staff Senate in ushering this year.
- D. Outreach is sponsoring the Women's Leadership Network, including upcoming panels and a mentorship program (<http://uca.edu/outreach/women/>).
- E. Communications Toolkit training through University Relations and Creative Services begins on September 21, 2017. These training sessions are offered throughout the year and are expected to fill up quickly (<http://uca.edu/toolkit/toolkit-training-series/>)
- F. The DASH Emergency Grants program is now available (<http://uca.edu/ssds/dash>). This grant is for undergraduate students who need emergency financial assistance for those who qualify with a documented, unexpected crisis.

IX. Adjournment

- A. Senator Pruneda made a motion to adjourn the meeting. Senator Jemerson seconded the motion. The meeting was adjourned at 11:00 am by President Ruble.