



**Wednesday, September 27, 2017**  
**Meeting Minutes**

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**Senators Present:** Beth Adair, Sharla Ashcraft, Kimberly Ashley-Pauley, Tachia Awbrey, Diana Burroughs, Jason Cole, Jenna Davidson, Austin Dodson, Nadia Eslinger, 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, Tyra Phillips, Karen Pruneda, Erica Ruble, Craig Seager, Steven Shook, Tracy Spence

**Senators Absent:** Kevin Carter, Jason Davis, Julia Dossett Morgan, Shelby Fiegel, Jaleesa Thomas

**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 next Campus Talk is on October 3, 2017 during x-period (1:40-2:30 pm) in the COB Auditorium. Among the topics discussed at this forum will be enrollment highlights and zero-based budgeting.
  2. For those who are participating in the Be Well program, the deadline is September 30, 2017. [UPDATE: This has since changed to October 6, 2017]. The wellness committee is looking into the possibility of doing biometric screenings on campus next year.

B. Vice President, Lesley Graybeal

1. Staff Senate welcomes new senator Craig Seager, representing Finance and Administration.
2. Marie Smallwood has resigned from Staff Senate. She represented the non-classified staff. Any non-classified staff member may fill her place on Senate.
3. We also need a basketball chair.

C. Secretary, Roger Gelwicks

1. No report.

D. Treasurer, Beth Adair

1. We have the purchase order approved for polos.

**Staff Senate Account Balances (as of September 27, 2017)**

**Agency Funds**

Regular Account	\$3,606.98
Professional Development	\$45,687.00
Continuing Fund	\$88,978.00
Agency Account	\$10,663.80

**Foundation Funds**

Scholarship Fund (0075)	\$18,959.83
Scholarship Fund (0727) - Endowed	\$34,415.87
Employee of the Year Award Fund (0154)	\$5,889.99
Employee of the Year Award Fund (0656) - Endowed	\$12,032.25
Staff Enhancement Fund (0801) - Endowed	\$52,501.93
Staff Senate Enhancement Fund (1054)	\$18,479.05
Emergency Fund	\$3,222.65
Angel Bear Tree Fund	\$2,358.62

2. Account balance change details:

- a) \$2.54 for postage (from Regular Account) - 9/20/2017
- b) \$2,943.00 for professional development awards (from Professional Development) - 9/21/2017

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 second home game of the season on September 30, 2017 (vs Sam Houston State). Staff Senators who are ticket-taking for future home games met earlier this week with Ebony Jackson from Athletics to iron out details with ticket-taking responsibilities.

C. Compensation Committee

1. The draft is almost done. The summary is due to SBAC in early October. Staff Senate will have the opportunity to see this at the next meeting.

#### V. University Committee Reports

A. Information Technology Advisory Committee

1. A new IST maintenance schedule has been announced. Information can be found at <http://uca.edu/ist/maintenance>.
2. The Windows 10 rollout process was discussed. The current plan is to have all university workstations migrated to Windows 10 by July 1, 2019. More information on the schedule can be found at <http://uca.edu/ist/windows-10-rollout>.
3. The University's mobile app was discussed. An update was pushed recently to both iOS and Android app stores. SGA may have some feedback once they get up and running this semester.
4. IST is now supporting both HP and Dell computers. An updated list of supported models, along with purchasing information, can be found at <https://uca.edu/ist/technology-purchasing-guide>.

## B. Strategic Budget Advisory Committee (SBAC)

1. The committee met on September 26, 2017. Diane Newton delivered a presentation called “Budget 101” to introduce new committee members to the budgeting process at UCA.
2. Funding proposals were discussed. SBAC will hear the funding proposals on October 24, 2017 in the Board room in Wingo Hall; while anyone is welcome to attend these hearings, only committee members are able to ask questions during the hearings, so if any constituents have questions about a specific proposal, they should let an SBAC member know.
3. The fall budget book is available at <http://uca.edu/budget/files/2017/06/FY-18.pdf>.
4. The committee discussed the difference between the SBAC funding and the zero-based budgeting process. SBAC is only reviewing new initiatives that serve the strategic plan, whereas the zero-based budget is a ground-up approach to building the budget for each division next year.

## VI. Old Business

- A. Steven Shook gave a funding proposal last meeting for becoming a StrengthsQuest Certified Coach in order to provide this training to groups on campus. Secretary Gelwicks collected questions from senators and relayed them to Senator Shook.
  1. Question: How do test license costs work with being a certified coach?  
Answer: It costs \$20 for an individual to take the StrengthsQuest assessment, but higher education individuals gets a \$10 discount. There would be no fee for Steven to do the training if it is delivered on campus.
  2. Question: Is there a process for certified coaches to train others on campus in StrengthsQuest facilitation?  
Answer: Certified coaches can train others to be “instructors” who can assist in co-presenting.
  3. Question: How would speaking fees work?  
Answer: For on-campus groups, there would be no fee. They discuss fees for outside groups at the certification training.
  4. Question: How long do test licenses last (i.e. do they expire)?  
Answer: Codes for taking the assessment do not expire.

5. Question: Were you able to contact Dr. Jayme Millsap Stone (who has also training faculty, staff, and students on StrengthsQuest)?  
Answer: No; she was not on campus when Steven looked for her.
6. Question: Are you already a StrengthsQuest instructor?  
Answer: No.
7. Question: What kinds of groups are asking for this training? Is it mostly faculty, staff, or students?  
Answer: It is diverse, with all three groups asking for this training.
8. A concern was raised about the amount of money requested for this certification, as it is large compared to usual funding requests for professional development funding.
  - a) Professional development awards are capped at \$2,000 per applicant per quarter, with the max of \$4,000 per applicant per fiscal year.
9. Question: How long has your office existed on campus, and what has been the demand for this training since you started this position?  
Answer: About 2 years. Steven did about 150 trainings just last year, though not all of them were StrengthsQuest-related.
10. Question: What is the cost for someone to become a certified “instructor”? Would it be less if you were training these individuals as a certified coach?  
Answer: It is about \$600 to become an instructor, though this cost could be less if a certified coach was training them.
11. Question: What’s the difference between a personality assessment and StrengthsQuest?  
Answer: StrengthsQuest uses more data and is more for long-term personality and strengths assessment, as opposed to other personality assessments (such as Myers-Briggs) which are more for shorter-term, entertainment purposes.
12. Question: What would be the main motivation for being a certified coach, versus being a certified instructor?  
Answer: Coaches are able to train instructors, and it usually takes a certified coach to begin a campus culture of implementing StrengthsQuest throughout departments. Having a certified coach on campus would benefit faculty, staff, and students alike.
13. The original motion was made in the last Staff Senate meeting to fully fund the certification costs. 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.

14. Senator Haddick made the motion to approve the funding for \$7,500 to pursue the certification. Senator Eslinger seconded.
  - a) 24 voted "aye" and 3 voted "nay." The motion was approved by the majority. [UPDATE: This motion will be under review in the next meeting per new information.]

## VII. New Business

- A. The Veterans Day Committee has requested a donation from Staff Senate for the Veterans Day ceremony. Staff Senate has donated to this committee in previous years.
  1. This funding would come from the Agency account, which has about \$10,000.
  2. Senator Phillips made the motion to donate \$500 to the Veterans Day committee. Senator Ashley-Pauley seconded. Discussion followed about possibly earmarking the funds for a specific purpose in the Veterans Day Celebration. The motion was not changed.
    - a) Question: Is there money left over from previous years?  
Answer: Yes, but leftover money is often moved over to scholarships. The Veterans Day Committee asks for these donations every year to keep the celebration on budget.
    - b) The motion passed unanimously.

## VIII. Good and Welfare

- A. The Employee Benefits Fair is Friday, October 13, 2017 at 10:00 am-2:30 pm. Staff Senate will have a table at the fair, so senators will have the opportunity to staff the table.
- B. IST thanks Staff Senate for their involvement with the IT Peer Review last week.
- C. UCA Library is celebrating Banned Books week September 24-30, 2017. More details are listed at <http://libguides.uca.edu/blog>.
- D. The next football game is Family Day, and the game starts at 6:00 pm.
- E. Open enrollment for benefits happens at the same time as the employee benefits fair. The Employee Benefits Advisory Committee will be meeting later today to

discuss the new insurance costs. The insurance costs will be discussed at the next Campus Talk.

- F. The Majors Fair is October 3, 2017 from noon until the end of x-period (2:30 pm).
- G. The eight-week evaluations close on October 15, 2017.
- H. The Communications Toolkit training series launches with a “Basics of PR” Lunch-and-Learn presented by Fredricka Sharkey on October 2, 2017.
- I. Bear Facts Day is Saturday, October 14, 2017. We have over 580 registered attendees thus far. A \$1,000 scholarship drawing will occur, and there is a application fee waiver for all who attend.

## **IX. Adjournment**

- A. Senator Hudspeth made a motion to adjourn the meeting. Senator Awbrey seconded the motion. The meeting was adjourned at 11:05 am by President Ruble.