



Wednesday, August 30, 2017
Meeting Minutes

Senators Present: Beth Adair, Sharla Ashcraft, Tachia Awbrey, Diana Burroughs, Jason Cole, Jenna Davidson, Jason Davis, Austin Dodson, Julia Dossett Morgan, Shelby Fiegel, Roger Gelwicks, Lesley Graybeal, Gina Haddick, Lori Hudspeth, Carmesha Jemerson, Kristin Jetts, Kimberly Klotz, Lesley Knox, Alyson McEntire, Susan Peterson, Tyra Phillips, Brandon Price, Karen Pruneda, Erica Ruble, Steven Shook, Tracy Spence, Jaleesa Thomas

Senators Absent: Kimberly Ashley-Pauley, Kevin Carter, Nadia Eslinger, Kristin Heffington, Thomas McDaniel, Craig Seager, Marie Smallwood

I. Call to Order

- A. President Ruble called Staff Senate to order at 10:02 am on August 30, 2017, in Wingo Hall 315.

II. Acknowledgement of August 9, 2017 Meeting Minutes

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

III. Officer Reports

- A. President, Erica Ruble
 1. A reception for Faculty Senate and Staff Senate will be held at the president's home on December 6, 2017.
 2. The faculty/staff breakfast will be held on December 7, 2017.
 3. The IT Peer Review for Staff Senate will be on September 26, 2017. President Davis highly encourages staff senators to participate in this process.
 4. 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.

5. The Spring Picnic will be held on Friday, April 27, 2018. The President's Office should be able to help contribute to this event this year.
6. The Winter Feast needs to be scheduled soon. December 6, 2017 is an ideal date.
7. Scholarship application due date has been moved up. Staff Senate scholarship dates will follow these moved dates if the UCA Foundation scholarship dates move also.
8. Staff Senate will be submitting names in consideration for the provost search committee. Parker Executive Search will conduct the provost search, since they are already familiar with UCA from the presidential search last year. UCA would ideally like to post the provost position before the holidays.
9. Staff Concerns
 - a) Staff Senate Executive Committee received a concern that staff members would not be able to view the solar eclipse due to traffic in their respective offices on campus. Chief of Staff Kelley Erstine sent an email to all the execs and VPs, encouraging them to allow their staff to view the eclipse. The person who submitted the original concern said the issue was resolved after the Chief of Staff's email.
 - b) Staff Senate Executive Committee received a concern that Staff Senate should open more committee opportunities to non-senate staff members. There will be a committee interest form forthcoming answering this concern.
 - c) Staff Senate Executive Committee received a concern that staff would not be involved in the provost search process. However, Staff Senate has been asked to submit names of staff members for the search committee, and staff will be involved in this process.

B. Vice President, Lesley Graybeal

1. Please welcome new senators Sharla Ashcraft and Craig Seager, who are finishing resigned senators' terms. We will be appointing one more senator shortly.

C. Secretary, Roger Gelwicks

1. No report

D. Treasurer, Beth Adair

Staff Senate Account Balances (as of August 30, 2017)

Agency Funds	
Regular Account	\$3,658.10
Professional Development	\$53,785.00
Continuing Fund	\$88,978.00
Agency Account	\$10,663.80
Foundation Funds	
Scholarship Fund (0075)	\$14,959.83
Scholarship Fund (0727)	\$34,411.87
Employee of the Year Award Fund (0154)	\$5,889.99
Employee of the Year Award Fund (0656)	\$12,030.25
Staff Enhancement Fund (0801)	\$52,499.93
Staff Enhancement Fund (1054)	\$18,479.05
Emergency Fund	\$3,159.48
Angel Bear Tree Fund	\$2,345.62

IV. Senate Committee Reports

A. Courtesy Committee

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

B. Compensation Committee

1. The committee met and discussed the report from last year and wrote a first draft of recommendations for the next year.

C. Emergency Fund Committee

1. The committee received a emergency fund request for \$500.00, and the committee decided to grant this request based on the circumstances described.

D. Professional Development Committee

1. The committee will meet next week to discuss the applications for Q2. There were over \$30,000 worth of applications from over 20 staff on campus.

V. University Committee Reports

A. SPARC/SPC/SBAC

1. During this joint meeting on August 22, Diane Newton introduced the new funding model from the ADHE.

VI. Old Business

- A. None

VII. New Business

- A. For the next meeting on September 13, 2017, Staff Senate will hold a special election for the open parliamentarian/historian position on the Executive Committee.

VIII. Good and Welfare

- A. University Relations and Creative Services attended a key partner's luncheon hosted by Outreach. Outreach offers non-credit courses for learning topics. There are also rentals available not just for UCA events (such as the guest house on Elizabeth Street).
- B. John Wheeler from BSW has left the organization.
- C. Institutional Diversity has replaced the Bias Incident Reporting Statement with the Diversity, Equity, or Civility Concern (DECC) Statement.
- D. Volunteer Fair was held on September 5, 2017.
- E. Ribbon-cutting ceremony for Donaghey Hall hosted by the Conway Chamber of Commerce was August 31, 2017.
- F. Welcome Week tents on August 24-25, 2017, went well, and t-shirts were given out quickly. Thanks to all who volunteered for a shift at a tent.

IX. Adjournment

- A. Senator Fiegel made a motion to adjourn the meeting. Senator Phillips seconded the motion. The meeting was adjourned at 10:34 am by President Ruble.