



July 25, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Angela Jackson, Amanda Smallwood, Beth Adair, Brandon Combs, Carlos Herrera, Deloise Mowdy, Diana Burroughs, Erica Ruble, Gina Haddick, Holly Gibbons, Jaime Ashmore, Jaleesa Thomas, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Ashley-Pauley, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Steven Shook, Susan Peterson, Thomas McDaniel, and William Baker

Senators Absent: Audreka Peten, Austin Dodson, Natalie Shock, Tachia Awbrey, and Veneta Fricks

Guest:

I. Call to Order

- A. President Graybeal called Staff Senate to order at 10:00 am in Wingo Hall 315.

II. Guest: Dr. Alicia Landry - Wellness Program Update

- A. Health Check 360 has 432 registered members and 251 participants have already submitted at least one reward request.
- B. The 3rd Wellness Challenge launched this month and is called Grand Slam. You can sign up to participate in the challenge on Health Check 360.
- C. If you participate in and complete the requirements for the Wellness Program you will receive \$30 off your monthly insurance premium and \$75 in Bear Bucks. The requirements for the program are to get 130 points through qualifying health activities and get a biometric screening. If you do your biometric screening the you gain 25 of the 130 required points. You will then be eligible to complete a survey that is worth 15 points. Learn more at uca.edu/bewell
- D. The Wellness Program is designed to invest in the health of UCA employees and focus on creating a healthy environment on campus.
- E. Secretary Fiegel had a question about the lag between submitting rewards and receiving points. Dr. Landry shared that there is a lag, but typically points will be rewarded within a few weeks of a reward submission.
- F. Senator Pruneda asked why points were not automatically rewarded after the completion of a challenge. Dr. Landry said that feature has been updated; Health Check 360 will now automatically reward points once a challenge is completed.

- G. Senator Ashley-Pauley asked if there will be any face-to-face wellness sessions on campus. Dr. Landry said there are plans to have faculty/staff yoga and walking groups and potentially other activities.

III. Approval of July 11, 2018 Meeting Minutes

- A. Minutes for the July 11, 2018 meeting were approved via email by Staff Senate. They are available online at uca.edu/staffsenate/meeting-minutes

IV. Officer Reports

A. President, Lesley Graybeal

- 1. New constituent concerns were addressed:
 - a) Staff Senate received a question about if hours worked at the Big Event would qualify for holiday time. The answer is currently pending. President Graybeal will follow up with Human Resources and report back with a final answer.
 - b) Another staff member asked if tuition and fee waivers were taxable income. Graduate tuition and fees are taxable, but otherwise tuition and fee waivers are not.
 - c) Another concern was the new changes to Staff Senate volunteer requirements. President Graybeal reiterated that the new requirements state Staff Senators must volunteer a total of 12 hours through football, basketball and Reynolds performances. These hours are required because volunteering at these events raises funding for Staff Senate initiatives and activities.
- 2. President Graybeal is working on sharing constituent lists with Senators. Once the lists are finalized and shared, the Executive Committee will also share a sample email Senators can use to interact with their constituents. The Executive Committee is also planning a Meet & Greet for the beginning of the semester - more details to come soon.

B. Vice President, Kimberly Klotz

- 1. Vice President Klotz welcomed new Senator Jaime Ashmore who will fill the vacant spot representing Athletics.
- 2. Committee assignments will be announced soon.
- 3. Committees will require a written report submitted to Staff Senate through the online committee report form for recording purposes.

C. Secretary, Shelby Fiegel

- 1. Minutes from the July 11, 2018 meeting were approved via email.

D. Treasurer, Beth Adair

- 1. The only expense since the last Staff Senate meeting was the Employee of the Quarter IV Bear Bucks award to Susan Peterson.

E. Parliamentarian/Historian, Jenna Davidson

- 1. No report.

F. Ex Officio, Erica Ruble

1. There are still a few updates to be made to transfer responsibilities to the new Executive Committee.

V. Senate Committee Reports

A. Courtesy Committee:

1. Four cards were sent out last meeting.
2. Senator Peterson will send out three additional cards.

B. Commencement Committee:

1. Secretary Fiegel reported that Staff Senate will need 20 volunteer staff members to serve at the August 10 commencement ceremony. Duties will include passing out programs, assisting with accessible seating, giving directions, and selling water. Currently 15 volunteer spots have been filled so additional volunteers are still needed. Sign up to volunteer at: uca.edu/staffsenate/volunteer-opportunities/commencement-ushering/

VI. University Committee Reports

- A. No reports.

VII. Old Business

- A. Parliamentarian/Historian Davidson reported that the ad hoc committee dedicated to reviewing Staff Senate bylaws met for the first time to develop a timeline and discussed the process. Staff Senators should send input by Friday, July 27th.

VIII. New Business

A. Changes to the Operations Manual - Emergency Fund Committee

1. President Graybeal shared changes needed to be made to the Operations Manual include updates to the Emergency Fund Committee guidelines. Senator Pruneda discussed the changes which were shared in an email to Staff Senate.
2. Parliamentarian/Historian Davidson asked if the updates have had a positive impact on the committee. Senator Pruneda shared that they have, and that they have allowed the committee more time to consider requests for assistance.
3. Senator Eslinger motioned to approve the Emergency Fund Committee changes. Senator Shook seconded the motion. The motion passed; Senator Mowdy abstained.

IX. Good and Welfare

- A. Vice President Klotz shared there is still time to utilize Academic Impressions. It can be used until the end of August.
- B. Treasurer Adair shared information about the Young Alumni Event on July 25 at Blue Canoe.
- C. Senator Herrera said the new splash pad is open at Laurel Park.
- D. Senator Dielmann shared that the IT help desk is bringing on additional staff. The help desk will be open from 7:30 a.m. to 12:30 a.m. starting August 19.
- E. Senator Ashmore shared that Athletics in partnership with the Chamber of Commerce is hosting an Off the Clock event on Thursday, August 9 from 6:00 p.m. to 8:00 p.m. to meet new UCA head football coach Nathan Brown. Admission is free.
- F. Senator Eslinger said that her office underwent StrengthsQuest training with Steven Shook.
- G. Senator Peterson thanked everyone who wished her congratulations on winning EOQ.
- H. Senator Hopper stated there are updates to parking passes for this upcoming year. Faculty/staff can no longer pay with cash at the Police Department. If they want to pay with cash they must go to the Cashiers Office.
- I. Senator Pruneda has a new position in the Library as the Interlibrary Loan Supervisor.
- J. Senator Combs said they have a new position open in the Office of Assessment. The role will be posted soon and will be titled Coordinator of Assessment (TBD).
- K. Senator Gibbons shared they have an open Buyer position in Purchasing. You can learn more about the position [here](#).
- L. Ex Officio Ruble shared that the Welcome Week schedule is now available.
- M. Parliamentarian/Historian Davidson welcomed Kelly Owens, the new Dean of Students, to UCA. Owens attended the Senate meeting. Other updates: Family Day is October 6, Homecoming is November 3, and in Spring 2019 phase II of the Greek Village will begin.
- N. Secretary Fiegel shared that CDI 2018 will begin July 30. Another record number of participants will be attending.
- O. President Graybeal shared that Outreach is hosting a lunch on Friday, August 10th from 11:00 am to 12:30 pm in Brewer-Hegeman Conference Center that will share services across campus available to staff/faculty (Outreach, Aramark, Creative Services, etc.). She also shared that she will be hosting a Volunteer Fair on Tuesday, September 4. If you know of a nonprofit interested in having a booth, please contact her.

X. Adjournment

- A. Senator Eslinger motioned to adjourn and Senator Pruneda seconded the motion. The meeting was adjourned by President Graybeal at 10:36 a.m.