



August 28, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Amanda Smallwood, Angela Jackson, Audreka Peten, Christopher Brown, Beth Adair, Carlos Herrera, Deloise Mowdy, Diana Burroughs, Erica Ruble, Gina Haddick, Jaime Ashmore, Jaleesa Thomas, Jason Cole, Jason Davis, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Nadia Eslinger, Natalie Shock, Sharla Ashcraft, Steven Shook, Susan Peterson, Tachia Awbrey, Thomas McDaniel, Veneta Fricks, and William Baker.

Senators Absent: Brandon Combs, Holly Gibbons, Jenna Davidson, Kimberly Ashley-Pauley, Michael Hopper, Paul Dielmann, and Shelby Fiegel.

I. Call to Order

- A. President Graybeal called Staff Senate to order at 10:02 a.m. in Wingo Hall 315.

II. Guest: President Houston Davis

- A. President Davis discussed the implementation of the student convocation ceremony. President Davis and Staff Senate President Graybeal are working together to find opportunities for staff to be involved in the convocation ceremony.
- B. Update on enrollment: first time since 2015, the freshman class will be above 2,000. The freshman class is also the most academically prepared in university history. Overall enrollment remains flat, but increased freshman numbers are a positive for UCA. Since enrollment remains flat, the budget will remain flat.
- C. President Davis shared that Amber Hall and Graham Gillis have been working on coming up with target salaries for every faculty member, non-classified and classified staff member (based on CUPA data and comparisons with other Arkansas institutions). The goal is for the university to be able to allocate some amount of the budget every year to moving those furthest from the target salary closer. This year, 17 faculty and 17 staff salaries were raised so that all university employee salaries are at least 78% of the target.

III. Approval of August 8, 2018 Meeting Minutes

- A. Minutes were approved electronically. The approved minutes available online at uca.edu/staffsenate/meeting-minutes

IV. Officer Reports

- A. President, Lesley Graybeal
 - 1. If your committee hasn't submitted your budget to Beth, the deadline is September 5th to get those in, and will be voted on in the next senate meeting.
 - 2. Next week is the Meet and Greet on September 5th 2:30-3:30 in the fireplace room.
- B. Vice President, Kimberly Klotz
 - 1. If you have had meetings with your committee, be sure to send in your committee report form.
 - 2. The date for Staff Senate group photo will be sent out this week.
 - a) If you still need to get a headshot, that would be a good day to come in and get that done as well.
- C. Secretary, Shelby Fiegel
 - 1. No report.
- D. Treasurer, Beth Adair
 - 1. Placed order for polo shirts for the new staff senators.
- E. Parliamentarian/Historian, Jenna Davidson
 - 1. No report.
- F. Ex Officio, Erica Ruble
 - 1. No report.

V. Senate Committee Reports

- A. Angel Bear Tree
 - 1. Senator Shook will send out an email on October 12th with forms, applications, and information. Applications need to go to Senator Shook or Senator Ashcraft or Senator Jackson.
 - 2. November 12th is the date you can start adopting angels.
 - 3. All gifts are due back to Brewer Hegeman Conference Center room 103 on November 30th.
 - 4. Shop on December 7th and gifts will be distributed December 17th.
- B. Communication
 - 1. Discussed doing quarterly newsletter that will include important dates/events and volunteer opportunities. Vice President Klotz will be reaching out to committee chairs in the coming weeks to get information for the newsletter.
 - 2. A Welcome from Staff Senate will also be included in an FAQ sheet and will be distributed to all new hires.
 - 3. Those who are designated liaisons to your area contact Vice President Klotz if you have questions. If you don't know who your areas liaison is please contact Vice President Klotz.
- C. Courtesy Committee

1. Cards were sent out to UCA employees.
 2. If you have a card that needs to be sent out, please contact Senator Peterson.
- D. Constitution & Bylaws
1. The committee recommends a motion to be made to solicit outside help in facilitating an update to the mission statement.
- E. Football Committee
1. For the next home game there are more than enough volunteers signed up. This year, volunteers need to be there at 3:30 instead of 4:00.
- F. Reynolds Committee
1. Reynolds will be doing 21 shows this year.
 - a) An email will go out soon to recruit volunteers.
 - b) Volunteers can't wear jeans, and when the doors open for the ushers to come in, family members can't come in with you, they have to wait until doors open for everyone.
- G. Scholarship Committee
1. Treasurer Adair shared that they considered giving a scholarship for summer but decided not to reward scholarships during the summer due to lack of funds. Scholarships will continue to be given only for the fall and spring semesters.
- H. Spring Picnic Committee
1. Spring Picnic will be on April 26th from 11:00 a.m. -1:00 p.m. at the Amphitheater. Adams Catfish will be there again and Armark will provide vegetarian plates. Different activities were discussed, and the committee is accepting activity ideas.
 - a) Email Vice President Klotz or Senator Herrera for activity ideas.
 2. The President's Office gave \$10,000 for the picnic, so Staff Senate will only have to supplement a few thousand dollars to pay for the picnic.
 3. The committee is pursuing working with Advancement to find sponsors for the picnic. The goal is for Staff Senate to not have to use its budget dollars for the picnic so Senate can support other staff enhancement opportunities.
- I. Winter Feast Committee
1. Winter Feast will be held on December 4th 11:00 a.m. to 1:00 p.m. in the Student Center Ballroom, and once again we will have 350 tickets at \$5 each. Senator Shook shared that they are thinking of new ideas for door prizes and music.

VI. University Committee Reports

- A. Title IX Deputies

1. Vice President Klotz mentioned to treat Title IX like we do grievance. Title IX will be removed from the list of committees because Title IX deputies are needed by June each year.

VII. Old Business

- A. No report.

VIII. New Business

- A. Senator Pruneda motioned to request a facilitator assist with a revision of the Staff Senate mission statement and Senator Shook seconded the motion. The motion passed.

IX. Good and Welfare

- A. Vice President Klotz shared that emails will be sent out from UMAC office about Communications Toolkit Trainings and Lunch and Learns. Also, Warren Readnour has agreed to do an FOI training, which would be beneficial for everyone to attend.
- B. Treasurer Adair shared Bear Central will be tailgating prior to the game in Tulsa this weekend in the Chapman Commons this Saturday.
- C. Senator Mowdy shared that the Woodman life got a tailgate spot for all the home games at UCA this year.
- D. Senator Herrera shared that the Outreach booklets hit mailboxes this week. The UCA community (faculty and staff) get 50% off class registrations.
- E. Senator Jetts will no longer be with Communication Sciences and Disorders because she is taking a position at Student Wellness and Development.
- F. Senator Shock shared that there is women's soccer Sunday, men's soccer Monday, women's soccer Wednesday, a volleyball tournament Thursday, Friday, Saturday, and the first home football game Saturday.
- G. Senator Thomas recommended Twisted Taco.
- H. Senator Pruneda shared that there is an Emergency Fund committee meeting after Staff Senate.
- I. Senator Elsinger shared that the Office of Student Success has new coaching labs where you can have 3-4 coaching sessions going on at one time.
- J. Senator Awbrey shared that today is the last day to drop a class and get a 100% refund.
- K. Senator Fricks mentioned UCA housing occupancy is at 100%.
- L. April Jackson is leaving UCA and Friday is her last day. Applications for new the assistant director come out on Monday.
- M. Senator Jackson mentioned that the Minority Mentorship Programs are involved in transitions week. To cap off their week-long activities, there will be a Ying Yang Twins concert on Friday in the Farris center and tickets are \$5 at the box office and \$10 at the door. The Amigo Fest event will be in September in the Student

Center courtyard starting at 11:00. There will also have a health fair in September as well. The Tuskegee Airmen Exhibit Squadron will be visiting on October 3rd -7th over in the Stadium Park parking lot.

N. Ex Officio Ruble shared that Twisted Taco and Einstein's are now open.

O. President Graybeal mention the Volunteer Fair on Tuesday, September 5th from 1p.m. - 3p.m. in the Student Center Ballroom.

X. Adjournment

A. The meeting was adjourned by President Graybeal at 11:01 a.m.