



## October 10, 2018 Meeting Minutes

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**Senators Present:** Alyson McEntire, Angela Jackson, Beth Adair, Carlos Herrera, Diana Burroughs, Erica Ruble, Gina Haddick, Jaleesa Thomas, Jaime Ashmore, Jason Davis, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Natalie Shock, Sharla Ashcraft, Shelby Fiegel, Tachia Awbrey, Thomas McDaniel, and William Baker.

**Senators Absent:** Amanda Smallwood, Audreka Peten, Christopher Brown, Deloise Mowdy, Holly Gibbons, Jason Cole, Jenna Davidson, Kimberly Ashley-Pauley, Kim Newman, Paul Dielmann, Steven Shook, Susan Peterson, and Veneta Fricks.

### I. Call to Order

- A. President Graybeal called Staff Senate to order at 10:01 a.m. in Wingo Hall 315, but suspended the regular meeting for a guest presentation.

### II. UCA Be Well - Dr. Alicia Landry

- A. Benefits Fair will be held on October 19 in the Student Center Ballroom from 10:00 a.m. - 2:00 p.m.
  1. Employees from HealthCheck 360 will have a booth and will be giving away Garmin activity trackers in a drawing.
- B. Over 600 users are registered through HealthCheck 360 and over 275 people have met the requirements for the insurance discount and BearBucks.
- C. Next year UCA Be Well will undergo some updates. Employees who complete the biometric screening and take the survey will receive a \$20/month insurance premium discount. Employees who additionally achieve a certain benchmark score on the biometric screening or improve their score by a certain amount will receive a \$30/month discount. The wellness activity points will be tiered to encourage employees to continue completing point-earning activities throughout the year (example: 250 points would earn more BearBucks than 150 points).

1. Classes next year will be offered to combine education with personal support, and there will be other expanded options for the Be Well program to encourage activities like volunteering.
- D. Please contact Dr. Landry with questions about UCA Be Well. Senators asked the questions and got the following responses:
1. Staff Senate volunteering counts towards lifestyle reward points.
  2. Health education sessions/classes will count for points in the future.
  3. If you have an activity tracker (such as a Fitbit or Garmin) you do not have to record your activity because it should be automatically uploaded, but if you do not you must manually upload (you may log activity you did any time during this year).
  4. Any proof you have of your doctor's visits, volunteering, or participating in other eligible events on campus (receipts, photos, etc.) can be uploaded for proof to receive points.
  5. The new HealthCheck 360 app has launched and is much more user friendly. Dr. Landry hopes next year they can have educational courses on how to use smart devices and apps to sync with the HealthCheck 360 app. Currently you can use iHealth, Map My Walk, Fitness Pal, and they are working on incorporating Samsung devices.
- E. Remember you have until October 31 to complete your biometric screening, take your survey, and accumulate 130 points to receive your insurance premium discount and \$75 in BearBucks!

### **III. Acknowledgement of Approval of September 26, 2018 Meeting Minutes**

- A. The minutes from the September 26 meeting were approved via email. They can be found on the Staff Senate website.

### **IV. Officer Reports**

- A. President, Lesley Graybeal
1. Constituent concerns:
    - a) President Graybeal and Parliamentarian/Historian Davidson met with Graham Gillis and Amber Hall to discuss the salary study for non-classified staff and options for similar examination of classified staff salaries. Although a salary study for classified staff is not being done at this time due to the university's lack of

autonomy over classified staff salaries, several changes are in progress that Dr. Gillis hopes will allow supervisors and the university greater flexibility. The Compensation Committee will make recommendations related to merit and equity for classified staff and a previous constituent concern related to how advanced degrees are factored into staff salaries.

2. The Academic Impressions email went out. There will be a webinar screening on October 22 in Brewer-Hegeman Conference Center from 3 p.m. to 4:00 p.m.
  3. Charlotte Strickland has created a task force focused on creating a guidebook for international faculty and staff. If you are interested in joining this task force, please contact Charlotte.
  4. The next Board of Trustees meeting will be on Thursday, October 18 at 3:00 p.m.
- B. Vice President, Kim Klotz
1. The Staff Senate Committees have been updated; University Committee representation will be updated next meeting.
  2. Vice President Klotz attended the Faculty Senate meeting and shared there is a new app through the UCA Police Department. It is called Safe@UCA. It will help all students, faculty, and staff stay safe while on campus. Key features include Friend Walk, which allows you to send your location in real-time to a friend; Report a Tip, which allows you to report a crime or Title IX tip and access the confidential reporting hotline; and real-time chat with UCA Police. The app also provides all of the university's emergency plans at your fingertips and offers a quick and easy way to summon the Bear Patrol Safety Escort, should you need a ride after dark from that student-driven golf cart service. Download the app today!
    - a) Sarah Garrett will attend the next Staff Senate meeting for more information.
- C. Secretary, Shelby Fiegel
1. No report.
- D. Treasurer, Beth Adair
1. No report.
- E. Parliamentarian/Historian, Jenna Davidson
1. No report.
- F. Ex Officio, Erica Ruble
1. In order to supply campus with professional development opportunities that every employee can take advantage of, Staff Senate has purchased a membership to hundreds of Professional Development webinars, whitepapers, a library of articles, books, assessments and whitepapers through Academic Impressions.
    - a) Detailed instructions to access your membership can be found here:

<https://www.academicimpressions.com/wp-content/uploads/2018/03/Accessing-Your-Online-Membership.pdf>

- b) If you have questions about Academic Impressions, please contact Erica.

## **V. Senate Committee Reports**

- A. Commencement Committee
  1. President Graybeal met with the Registrar to discuss Staff Senate's role in commencement. President Graybeal is currently working with Human Resources about potential opportunities concerning holiday time.
- B. Compensation Committee
  1. A salary survey is being developed and will be sent out soon. All staff are encouraged to participate.
- C. Courtesy Committee
  1. No cards were sent out before this meeting, but two cards will be sent out.
- D. Emergency Fund Committee
  1. One application was submitted; the committee met and made a decision about that application. The applicant has been notified of their decision.
- E. Basketball Committee
  1. Almost all volunteer spots before the end of the year are filled.
  2. Remember you will wear t-shirts provided by Athletics to the games (if you already have one, please wear it).

## **VI. University Committee Reports**

- A. Co-Curricular Badging Committee
  1. The committee is charged with developing a system for students to be recognized for service, leadership, diversity, and other achievements outside of the classroom when they graduate.
  2. Committee plans to send out survey to campus and community partners requesting information on what attributes are important for students to have when they graduate.
- B. Housing Exemptions Committee
  1. The committee made six decisions; but two applications needed additional information before the committee would make a decision.
- C. Sexual Misconduct and Prevention Committee
  1. Red Flag campaign will be hosted on campus the week of November 12.
    - a) The campaign will focus on toxic relationships.
    - b) The committee plans to get a well-known speaker to come to campus to speak about this topic.
    - c) Everyone is invited to participate. If you would like a poster for your office contact SGA.

2. New students must take required training online or there is a hold on their account.
3. A new Victim Advocate Position on campus will open soon; this position is grant funded.

## **VII. Old Business**

- A. No report.

## **VIII. New Business**

- A. Veterans Day will be held on November 8 at 1:00 p.m. on the McAlister Hall lawn. There will be resources for veterans, a speaker, a ceremony honoring veterans, scholarship announcements, and a meal.
  1. The Veterans Day Committee requests \$500 to support Veterans Day (to pay for the meal).
  2. Secretary Fiegel made a motion to approve; Senator Eslinger seconded the motion. The motion passed unanimously.

## **IX. Good and Welfare**

- A. Ex Officio Ruble: Professional development applications will be open in November for Quarter III (January - March 2019) opportunities.
- B. Secretary Fiegel: Reminder to like the Staff Senate Facebook page.
- C. Senator Jetts: It's Mental Health Awareness Day.
- D. Senator Ashmore: There will be a basketball tip-off on October 25. Fans can interact with basketball players (autographs, pictures) and there will be lots of fun activities.
- E. Senator Shock: UCA student and tennis player Marli Van Heerden represented the regional NCAA Student-Athlete Advisory Committee (SAAC) at the national NCAA SAAC conference. This was the first time a UCA student attended the national conference.
- F. Senator Burroughs: This was her last meeting as a Senator; she is leaving UCA.
- G. Senator Jackson: The Red Tail exhibit had over 500 visitors. The annual Bridging the Gap event in partnership with International Engagement will be on November 12 at 6 p.m.
- H. Senator Pruneda: If staff want to know how many volunteer hours they have, contact President Graybeal.
- I. Treasurer Adair: October 17 and 18 there will be a booth by the Student Center to "Thank A Bear." The campus community will be asked to write a postcard to donors thanking them for their support of UCA. They will be sent out around Thanksgiving.
- J. Senator Elsinger: Reminder to enter the office decorating contest for Homecoming week.

- K. Vice President Klotz: Every third Thursday is training through Creative Services (wordpress, BearShare, social media, etc.). October 20 will be the first Bear Facts Day.

## **X. Adjournment**

- A. The meeting was adjourned by President Graybeal at 10:50 a.m.