

STAFF

SEN



*Represent, Serve & Recognize*

## Wednesday, February 24, 2016 Meeting Minutes

### Call to Order

The UCA Staff Senate was called to order at 10:01a.m. on Wednesday, February 24, 2016 in Wingo Hall 315 by President Stanton.

### Roll Call

**Senators Present:** Kimberly Ashley-Pauley, Jennifer Boudreaux, Diana Burroughs, Kevin Carter, Shelby Fiegel, John Fincher, Lesley Graybeal, Chad Hearne, Kristin Heffington, Aniaya Henderson, Mary Jackson, Carmesha Jemerson, Kandace Keeney, Leslie Knox, Joslyn Kuykendall, Alyson Lentz, Susan Peterson, Tyra Phillips, Erica Ruble, Jennifer Ruud, Marie Smallwood, Marcia Smith, Colin Stanton, Lula Tyus.

**Senators Absent:** Lori Hudspeth, Apryl Jackson, Aaron Knight, Brandon Price, Gary Sieg, Tracy Spence

### Minutes

The February 17, 2016 meeting minutes were approved with amendments during the February 24, 2016 meeting. Senator Fiegel motioned the minute's approval and Senator Phillips 2<sup>nd</sup> the motion. Minutes approved.

### Guest

- Dr. Chris Davis, Vice President of IST Department updated Staff Senate on requests from their division. IST requested approximately \$600,000 from SBAC to refresh computers campus wide next year. They also updated the policy for computer use for employees traveling outside the United States. Email was sent campus wide regarding the matter. Replacement for MyUCA portal will take place soon.

### Officer's Reports

#### President, Colin Stanton

- Attended President's meeting Monday, February 22, 2016. Concerns about vendor contracts and how to report vendor complaints was discussed. There is a vendor complaint form under purchasing portal that faculty/staff can fill out and submit.

**Vice President, Kevin Carter**

- No Report

**Secretary, Jennifer Boudreaux**

- No Report

**Treasurer, Erica Ruble**

- No Report

**Parliamentarian/Historian, Tyra Phillips**

- No Report

**Staff Senate Committee Reports**

- Appointments Committee met to look at possible changes of Staff Senator representation. Senator Jackson will move out of Academic Affairs and be under IST Division. Also reviewing the President's Office/University Relations Division and Academic Affairs for possible changes.
- Senator absences were discussed and Appointments Committee is reviewing and looking into amending Article 5 for more clarification on what happens after a Senator reaches 5 absences or misses a certain percentage of meetings.
- Spring Picnic Committee meets Monday at 10 am, February 29<sup>th</sup> in HR training room, basement of McCastlain.

**Courtesy, Mary Jackson**

- Congratulations, Sympathy and Get Well cards were sent to 4 individuals.

**University Committee Reports**

- SBAC met Tuesday, February 23<sup>rd</sup>. Diane Newton presented the University Financial Report and gave a construction update on big projects going on across campus.
  - Faculty raised questions about year-end monies and how it impacts salaries. Year-end monies cannot be distributed out for salaries.
  - Questions about pay concerning student workers was also discussed. That needs to be addressed by each Division. Each division determines workers' pay per hour.
  - The Strategic Planning Task Force recommended a three year moratorium on the SBAC process as part of the revised Strategic Plan. The plan must be approved by President Courtney before it can go to the Board of Trustees for their approval.
- The Diversity Advisory Committee met February 15<sup>th</sup>. Data Assessment subcommittee launched the Climate Survey via email. It went out to Faculty, Staff and Student body. Committee talked about funding diversity initiatives, such as the Diversity/Inclusive Excellence Award. There were 12 nominations for this award: 2 undergraduates, 1 graduate, 4 faculty, 1 staff and 1 administrator and 2 declined. Winner has been chosen and will be announced in April.

- Committee also discussed retention, recruitment and development. Dr. Angela Webster-Smith attended a conference targeted on diverse faculty recruitment and retention.
- There is a new Bias Incident Report Form for UCA Behavioral Issues.
- Discussed LGBT+ and Gender Neutral restrooms located on campus.
- Safety Committee will meet March 15<sup>th</sup>.

- **Old Business**

- None

### **New Business**

- Senator Hearne moved that Staff Senate sponsor 20 scholarships at \$10 a ticket to attend the TEDx forum funded by the Foundation Staff Enhancement Fund, total \$200 allocated based on a first come first serve basis in response to a campus email sent by Staff Senate. Senator Tyus 2<sup>nd</sup> the motion with Senators Keeney, Fiegel and Graybeal abstaining. Motion carries.

### **Good and Welfare**

- Friday, February 26<sup>th</sup> at 1pm in the Board Room of Wingo Hall, come and see the new marketing campaign viewing party.
- Physical Plant will be sending out satisfaction surveys via email.
- If anyone would like to volunteer at TEDx or at the rehearsal please contact Senator Graybeal.
- Fall classes are up for viewing.
- Housing reapplication open for students on campus. Private rooms are currently full. Students have until May 20<sup>th</sup> to cancel room and receive deposit back.
- Senator Tyus encouraging everyone to please fill out satisfaction survey and let Physical Plant know if someone is doing something great in their area.
- Some constituents felt Courtesy Report had too much information, so that will be addressed.
- March 4<sup>th</sup> is TEDx event.
- March 2 @ 7pm in Stanley Russ 103, Red Lines will be having a documentary screening.
- Renovation of McAllister is in the near future.
- The Josh Ashley-Pauley Immunity Law is being presented across campus in various locations. This law grants protection to an individual who is in need of immediate help from drug/alcohol overdose, to call 911 and they will not be prosecuted. If anyone knows of any student organizations that would like to know about this law, please let Senator Ashley-Pauley know.
- Faculty Handbook cleanup is still ongoing. Staff Senate is still advocating for more representation from staff and students on committee oversight for committees that include faculty, staff, and students.
- Next meeting on Wednesday, March 9<sup>th</sup> at 10am, Senate will be held in College of Business 307.

### **Adjournment**

The meeting adjourned at 11:21a.m. by President Stanton.