



Wednesday, October 11, 2017
Meeting Minutes

Senators Present: Beth Adair, Sharla Ashcraft, Kimberly Ashley-Pauley, Tachia Awbrey, Diana Burroughs, Jason Cole, Jason Davis, Jenna Davidson, Austin Dodson, Shelby Fiegel, Roger Gelwicks, Lesley Graybeal, Gina Haddick, Kristin Heffington, Carmesha Jemerson, Kristin Jetts, Kimberly Klotz, Lesley Knox, Thomas McDaniel, Alyson McEntire, Susan Peterson, Tyra Phillips, Erica Ruble, Craig Seager, Steven Shook, Jaleesa Thomas

Senators Absent: Kevin Carter, Julia Dossett Morgan, Nadia Eslinger, Lori Hudspeth, Leanna McClendon, Karen Pruneda, Tracy Spence

Guests: Taine Duncan, Kayla Miller

I. Call to Order

- A. President Ruble called Staff Senate to order at 10:01 am in Wingo Hall 315.

II. Acknowledgement of September 27, 2017 Meeting Minutes

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

III. Officer Reports

- A. President, Erica Ruble

1. The Provost Search Committee met for the first time on October 9, 2017. Senators Erica Ruble and Roger Gelwicks are on the committee. Staff may reach out to these individuals for any questions, concerns, or recommendations with regards to the provost search process.

- B. Vice President, Lesley Graybeal

1. Staff Senate still has a Non-Classified vacancy. The Staff Senate Appointments committee will discuss this opening further.

- C. Secretary, Roger Gelwicks

1. There will be a new [“asked and answered” page](#) on the Staff Senate website. This page would serve to answer frequently-asked questions that arise every year (for example, holiday time versus comp time).

D. Treasurer, Beth Adair

1. Funds spent since last Staff Senate meeting:
 - a) \$85.00 to Aramark for food at civility training (from Regular Account)
 - b) \$150.00 for the EOTQ winner’s BearBucks (from Agency account)

E. Ex Officio, Kevin Carter

1. No report

IV. Senate Committee Reports

A. Courtesy Committee

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

B. United Way Guest Speaker

1. Staff Senate temporarily suspended the rules in order for United Way of Central Arkansas to give a presentation during the Senate Committee Reports. Executive Director Maret Cahill Wicks presented on United Way of Central Arkansas and discussed the various opportunities available for staff to be involved (volunteering, donating, etc.).

C. Football Committee

1. Volunteers will be taking tickets for the third home game of the season on October 14, 2017 (vs Stephen F. Austin State University). Going forward, all ticket-taker volunteers will be arriving two full hours before the gates open for training purposes.

D. Compensation Committee

1. The committee submitted their final draft of the compensation recommendation to SBAC. This has been sent to Staff Senators for their review.

E. Employee Recognition Committee

1. Lauren Stout was the winner of Employee of the Quarter for Q1.

F. Winter Feast Committee

1. The theme this year is “Snowman.” The menu will be the same as last year. There will be 350 tickets available.

G. Angel Bear Tree Committee

1. Applications will release shortly [UPDATE: These are now available on the Staff Senate website at uca.edu/staffsenate]. Staff are encouraged to publicize this program to their colleagues.

V. University Committee Reports

A. Sustainable Environment and Ecological Design (SEED) Committee

1. The Physical Plant gave a presentation on energy and environmental sustainability with campus buildings. UCA will be required to submit a storm water runoff report because of the campus’ size and impact.
2. Recycling bins are available for personal office use. Contact Adam Hensley for more information.
3. Senator Jetts mentioned that the Physical Plant is able to recycle printer cartridges, light bulbs, and batteries. Staff can always contact the Physical Plant when in doubt of whether an item can be recycled.

B. Traffic and Parking Committee

1. A portion of the committee met to review several appeals.

C. Academic Integrity and Discipline Committee

1. The committee met to hear an academic appeal.

VI. Old Business

- A. In the last meeting on September 27, Staff Senate voted to award Steven Shook up to \$7,500 from the Staff Enhancement fund, and at that time, we reported the account balance exceeded \$52,000. We have since discovered that we designated the wrong account, as it is endowed. The account that can be used for this funding has a balance of \$18,000. Normally, Staff Senate would make a friendly amendment for this change, and Senators Haddick and Eslinger would need to accept this amendment since they made the original motion and second;

however, since Senator Eslinger is not present for this meeting, Staff Senate will now have to make a new motion for this funding.

1. Steven Shook can still apply for Professional Development assistance for Q3 once applications open in November.
2. Senator Fiegel made a motion to fund \$5,000 toward Steven Shook's certification. Senator Haddick seconded. After discussion, the motion passed with 26 ayes and 4 nays.

VII. New Business

- A. President Ruble will ask General Counsel Warren Readnour to conduct a gun law discussion at Staff Senate so that senators can relay accurate information about these changes to their constituents.
- B. The Community Development Institute will host a Poverty Simulation on December 5, 2017, at 12:30-4:30pm. This is something that senators and their constituents may be interested in participating in, as it can help others better understand their community. There will be another one in the spring that is geared towards students.

VIII. Good and Welfare

- A. Student Services will host a STEM Career Fair on October 11, 2017.
- B. Bear Boots on the Ground (which will do trips for fall break, December, and spring break) is an open opportunity for students, faculty, and staff to be involved with humanitarian work, such as in Houston with hurricane relief.
 1. Question: Is vacation time needed to participate in this?
Answer: No.
- C. There will be a big turnout for Bear Facts Day on Saturday, October 14, 2017.
- D. The Employee Benefits Fair is Friday, October 13, 2017 at 10:00 am-2:30 pm. Staff Senate will have a table at the fair, so senators will have the opportunity to staff the table. Flu shots will be available.
- E. The Communications Toolkit training series (presented by University Relations and Creative Services) continues with Every Third Thursday training sessions on Thursday, October 19, 2017.
- F. The next campus talk is on November 7, 2017 during X-period (1:40-2:30 pm).

IX. Adjournment

- A. Senator Fiegel made a motion to adjourn the meeting. Senator Shook seconded the motion. The meeting was adjourned at 11:02 am by President Ruble.