



July 11, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Diana Burroughs, Erica Ruble, Gina Haddick, Holly Gibbons, Jaleesa Thomas, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Ashley-Pauley, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Michael Hopper, Natalie Shock, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Susan Peterson, Thomas McDaniel, Veneta Fricks, and William Baker

Senators Absent: Amanda Smallwood, Austin Dodson, Brandon Combs, Nadia Eslinger, Steven Shook, and Tachia Awbrey

Guest:

I. Call to Order

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

II. Approval of June 27, 2018 Meeting Minutes

- A. No minutes needed to be approved. The last Staff Senate meeting was the Staff Senate Retreat.

III. Officer Reports

- A. President, Lesley Graybeal
 - 1. Staff Senators in need of a Staff Senate binder should contact President Graybeal.
 - 2. Presidents' Meeting with President Davis, Staff Senate, Faculty Senate, and SGA Presidents:
 - a) The Board of Trustees met by conference call on June 28, 2018. The agenda included contract items needed to be approved before the end of the fiscal year. Learn more at uca.edu/board/minutes/

- b) The Board of Trustees will be on campus on July 12, 2018 for a working session. This will include a walking tour of updates being made to campus.
- c) President Davis shared updates on Donaghey Hall: Twisted Taco and Einstein Bagel Co. are on track to open August 2018 and the UCA Welcome Center will open later this fall.
- d) Convocation ceremonies for students and faculty will be held in August at the beginning of the school year.

3. Constituent Concerns:

- a) A concern was submitted to Senator Jetts about the UCA Wellness Program. The concern stated that the program's paperwork can be cumbersome. Senator Jetts passed on the concern to President Graybeal who shared it with Dr. Alicia Landry. Dr. Landry shared that alternative documentation such as receipts and EOBs will be accepted this year, but next year the forms provided through the Wellness Program must be used. Please contact the Wellness Committee if you have questions.

B. Vice President, Kimberly Klotz

- 1. Committees are currently being formed; if you are interested in joining a committee please fill out the form shared by Staff Senate or contact Vice President Klotz. Committee assignments will be shared next Staff Senate meeting.
- 2. Vice President Klotz plans on hosting a meeting with past chairs of committees that utilize volunteers to discuss opportunities and concerns. She will contact past chairs soon to set up the meeting.

C. Secretary, Shelby Fiegel

- 1. Staff Senators who do not have a headshot on the Staff Senate website need to either share one with Secretary Fiegel or get their headshot made with Creative Services. Creative Services will take headshots an hour before the next Staff Senate meeting (July 25, 2018) in their offices (Wingo Hall 113). Creative Services also offers headshots on the first Tuesday of every month for all faculty and staff.
- 2. Staff Senate has a new Facebook page. Follow Staff Senate at [UCA Staff Senate](#). If you have suggestions for content on the page, please contact a member of the Staff Senate Executive Committee.

D. Treasurer, Beth Adair

1. Treasurer Adair will request budgets from each committee once assignments have been made.
2. Staff Senate premiered a new donation page on its website to support the Angel Bear, Emergency, and Scholarship funds. Learn more at uca.edu/staffsenate/donate/

E. Parliamentarian/Historian, Jenna Davidson

1. Parliamentarian/Historian Davidson discussed creating an ad hoc committee to review the Staff Senate constitution and bylaws. The committee was further discussed in “New Business.”

F. Ex Officio, Erica Ruble

1. No report.

IV. Senate Committee Reports

A. Commencement Committee:

1. Secretary Fiegel reported updates to volunteer roles at commencement. Staff Senate will now provide 20 volunteer staff members to serve at each commencement ceremony. Duties will include passing out programs, assisting with accessible seating, giving directions, and selling water. The next ceremony will be on August 10, 2018. An email soliciting volunteers will be sent out shortly.

B. Emergency Fund Committee:

1. Senator Pruneda shared that the Emergency Fund Committee received two requests and they followed the updated guidelines when reviewing them. One request was withdrawn during the process and the other was denied.

C. Courtesy Committee:

1. Two cards were sent out last meeting.
2. Senator Peterson will send out two additional cards.
3. Please contact Senator Peterson with other suggestions.

V. University Committee Reports

- A. President Graybeal shared there will be a new Human Resources committee focused on reviewing retirement benefits.

VI. Old Business

- A. The Executive Committee reviewed suggestions from the Staff Senate retreat and plans to implement many of them.

VII. New Business

- A. Senator Mowdy motioned to create the ad hoc committee to review the Staff Senate constitution and bylaws. Senator Pruneda seconded the motion. The motion carried.
 - 1. Senators Mowdy, Ashcraft, and Cole volunteered to serve on the committee.
 - 2. If others want to serve on the committee, please contact Parliamentarian/Historian Davidson.

VIII. Good and Welfare

- A. President Graybeal presented Senator Davis with his “Rookie of the Year” award.
- B. Vice President Klotz shared that Academic Impressions can still be used until the end of August.
- C. Senator Cole shared that IST is now IT (Information Technology) and should be referred to as such. The IT Support Portal will also be rolling out soon.
- D. Senator McEntire will be taking on a new role as Transfer Services Coordinator in the office of Academic Advising.
- E. Senator Haddick shared there will be a new job opening in Student Accounts.
- F. Senator Ashley-Pauley announced a new position in Sponsored Programs. Learn more here: jobs.uca.edu/postings/4653.
- G. Senator Jackson shared their new Associate Director of Diversity and Community, Dierre Littleton, will be joining their staff soon.
- H. Senator Natalie Shook shared that Coach Nathan Brown and Director of Athletics Dr. Brad Teague will be in Springdale tonight and will be in Memphis in a few weeks.
- I. Senator Ruble announced Creative Services will now report to Advancement instead of the President's Office.
- J. Senator Davidson reminded everyone that move in day is August 19 and Welcome Week will be held the following week.

IX. Adjournment

- A. Parliamentarian/Historian Davidson motioned to adjourn and Treasurer Adair seconded the motion. The meeting was adjourned by President Graybeal at 10:26 a.m.