



September 26, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Amanda Smallwood, Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Christopher Brown, Deloise Mowdy, Gina Haddick, Holly Gibbons, Jaleesa Thomas, Jaime Ashmore, Jason Cole, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kim Newman, Kristin Jetts, Lesley Graybeal, Nadia Eslinger, Natalie Shock, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Susan Peterson, Steven Shook, Tachia Awbrey, Thomas McDaniel, and William Baker.

Senators Absent: Diana Burroughs, Erica Ruble, Jason Davis, Kimberly Ashley-Pauley, Michael Hopper, 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 guest presentations.

II. United Way - Maret Cahill Wicks

- A. What is United Way? United Way is a local nonprofit organization that brings our community together and focuses resources on the critical human care needs in the area. By partnering with government, businesses, nonprofits and individuals we are able to monitor the needs of our community and respond quickly as issues and opportunities arise. As a convener, collaborator, monetary provider and leader in addressing health and human service issues, United Way of Central Arkansas fulfills a unique role in making our community a better place.
- B. The new United Way giving campaign is “Who will you fight for?” Learn more: www.uwcark.org/UCA
- C. United Way encourages the UCA community to pledge and volunteer.
 1. Key programs United Way supports include: Charity Tracker, Day of Caring, Stuff the Bus, VITA (free tax prep)
 2. Turkey Trot 5k - Family Fun Run & Walk 2018 will be held on November 22. Learn more at: <https://www.uwcark.org/turkey-trot>
 3. You can find more information about United Way at: <https://www.uwcark.org/about-us>

III. Institutional Diversity Update - Dr. Angela Webster Smith

A. Diversity Strategic Plan:

1. Started in 2015-2016 (pilot plan) and there were three objectives in the original plan. In 2016-2017 the plan was revised. You can review the most updated plan here: <http://uca.edu/diversity/files/2016/01/diversity-strategic-plan.pdf>
2. Not all units on campus are participating in the plan, but everyone is encouraged to participate because participating helps with initiatives such as: accreditation, key performance indicators, and grants.
3. To participate in the Diversity Strategic Plan, please share all of your units data with Dr. Webster Smith by November 15. A link was sent out to all of campus, but if you did not receive it please contact Dr. Webster Smith.

B. The Office of Institutional Diversity and Inclusion is continuing their Institutional Diversity and Inclusion Grant Program. Graduate students can now apply for funding. You can learn more about the program and how to apply here: <https://uca.edu/diversity/institutional-diversity-grant-program/>

1. Over \$8,000 has been awarded through the program since 2015-2016.

C. The Diversity and Inclusion Ambassador Academy will be rolling out soon. Contact Dr. Webster Smith for more details.

IV. Approval of September 12, 2018 Meeting Minutes

- A. The minutes from the September 12 meeting were approved via email. They can be found on the Staff Senate website.

V. Officer Reports

A. President, Lesley Graybeal

1. Constituent concern: a concern was submitted and addressed by the Executive Committee. The concern asked that advanced degrees be taken into account when Amber Hall and Graham Gillis begin analyzing target salaries for non-classified and classified staff members (based on CUPA data and comparisons with other Arkansas institutions). The concern was shared with Amber Hall and Graham Gillis.
2. Dr. Landry will be a guest speaker at the October 10 Staff Senate meeting to address any questions about the upcoming deadline for the UCA Be Well Program.
3. President Graybeal and Faculty Senate President Rahul Mehta will host office hours at Einstein's on October 5 and November 9. An announcement will be made through campus email.

- B. Vice President, Kim Klotz
 - 1. If you have not done so, committee chairs contact employees who have expressed interest in joining a Staff Senate committee.
 - 2. Welcomed Kim Newman as a Staff Senator; Kim replaced Brandon Combs.
- C. Secretary, Shelby Fiegel
 - 1. No report.
- D. Treasurer, Beth Adair
 - 1. Polos came in for new Staff Senators.
 - 2. The Academic Impressions year-long membership was approved and funded through the Staff Senate Continuing Fund. More information will follow about the program.
- E. Parliamentarian/Historian, Jenna Davidson
 - 1. Reminder that Staff Senate is taking a photo after the meeting.

VI. Senate Committee Reports

- A. Commencement Committee
 - 1. Secretary Fiegel shared that she and President Graybeal are working with the Registrar's Office to finalize volunteer numbers and positions for the upcoming Commencement ceremonies.
 - 2. The upcoming ceremonies will be held on December 14 at 7:00 p.m. and on December 15 at 9:00 a.m., 1:00 p.m. and 5:00 p.m.
- B. Compensation Committee
 - 1. If you have concerns or questions regarding the Compensation Committee, please send to Parliamentarian/Historian Davidson.
 - 2. The committee is in the process of updating the old compensation survey that was done five years ago. They plan to release the new survey soon.
 - 3. On behalf of the committee, Parliamentarian/Historian Davidson will be meeting with Graham Gillis and Amber Hall soon; President Graybeal will also be in attendance that meeting to discuss salary updates.
- C. Handbook Committee
 - 1. Tyra Phillips in Human Resources shared that there will be a final draft of the Handbook from HR soon.
- D. Basketball Committee
 - 1. An email will be sent out next week calling for volunteers.
 - 2. The first game is the first weekend of November.
 - 3. Volunteers will leave at the end of half time and will typically gain 2.5 hours of holiday time.
 - 4. If you have questions about your holiday hours, please contact President Graybeal.

VII. University Committee Reports

- A. Homecoming Committee

1. Homecoming will be on November 3, 2018; the full schedule of events can be found online.
 2. There is a push to get more faculty/staff involved in Homecoming Week. There will be a pep rally on October 30 at 7:00 p.m. and a spirit competition for door/office decorating between offices on campus that will be held on October 29 at noon (more information will be sent out soon). During Homecoming Week there will be spirit days: Monday - Crazy Hat Day, Tuesday - Mardi Gras, Wednesday - Halloween, Thursday - Throwback, Friday - Purple Pride. All of campus is invited to participate in the spirit days.
- B. University Diversity Committee
1. Senator Jetts shared that the grant committee met and reviewed six applications. All applications were approved and fully funded. There will be changes to the application and rubric, and graduate students are now allowed to apply for funding.
 2. The next round of applications are due February 15 and the next meeting will be in February 2019.
- C. Employee Benefits Committee
1. Senator Cole shared that if you have any delays or issues with your submissions to HealthCheck 360 please contact Dr. Landry. Some changes discussed for next year include a tiered points system for the wellness program, changes to health premiums, and RFPs for pharmacy benefits manager and third-party administrator.
- D. Retirement Plan
1. President Graybeal shared that there was an on-campus meeting with consultants that focused on different cost-saving ideas and best practices based on the most used investment strategies by employees.
- E. Committee on Committees
1. Staff Senate, Faculty Senate, Student Government Association, and campus representatives will govern all committees not solely controlled by Faculty Senate.

VIII. Old Business

- A. The electronic vote to approve Academic Impressions passed.

IX. New Business

- A. No report.

X. Good and Welfare

- A. Parliamentarian/Historian Davidson: She spoke at the New Employee Orientation about Staff Senate. There is a new office on campus called the Student Support & Resource Center. Family Day is October 6. The Employee Benefits Fair is October 19.

- B. Senator Awbrey: Reminder to submit nominations for Employee of the Quarter.
- C. Senator Ashmore: There are lots of games and events going on in Athletics! Learn more on their calendar: <https://ucasports.com/calendar.aspx?vtype=list>
- D. Senator Jackson: UCA is hosting the Commemorative Air Force (CAF) Red Tail Squadron Rise Above Traveling Exhibit on the campus from Oct. 3-7. Admission is free. The exhibit will be located on the parking lot across from Crafton Alumni Pavilion on Bruce Street. It will be open to the general public from 2-6 p.m. Oct. 3-5 and from 9 a.m. to 6 p.m. Oct. 6-7.
- E. Senator Eslinger: Fail Forward is being held on campus next week.
- F. Senator Pruneda: The UCA Library Blog is a great way for the UCA students, staff, and faculty to learn about library resources, services, and research tips. Please encourage students to view and subscribe to the blog at <https://uca.libguides.com/blog>.
- G. Senator McEntire: The Employee Benefits Fair is on October 19. There will be door prizes and free flu shots. The flu shots count towards your points for the UCA Be Well Program.
- H. 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.
- I. Vice President Klotz: Reynolds volunteers are recruited. Human Resources was very impressed with Senator Pruneda and the committees work on the new Staff Senate Handbook. On October 8 there will be a training about how to print on campus; spots are first come, first served.

XI. Adjournment

- A. The meeting was adjourned by President Graybeal at 11:00 a.m.