



## November 14, 2018 Meeting Minutes

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

**Senators Absent:** Amanda Smallwood, Christopher Brown, Erica Ruble, Karen Pruneda, Kimberly Ashley-Pauley, Veneta Fricks, and William Baker.

### I. Call to Order

- A. President Graybeal called Staff Senate to order at 10:00 a.m. in Wingo Hall 315, but suspended the regular meeting for a guest presentation.

### II. John Fincher, Assistant Vice President for Division Operations

- A. John was asked to attend the Staff Senate meeting to discuss updating Staff Senate's mission statement and best practices to do so. John presented recommended actions and a timeline to Senate that included gathering peer and aspirational Senate constitutions, developing and implementing a survey, creating a subcommittee to work on the updated mission, hosting focus groups and workshops, and best ways to encourage staff to vote for the updated mission by email were also discussed.

### III. Approval of October 31, 2018 Meeting Minutes

- A. The minutes from the October 31 meeting were approved via email. They can be found on the Staff Senate website.

### IV. Officer Reports

- A. President, Lesley Graybeal
  - 1. A constituent question was received by the executive staff. It asked if there was going to be a door/office decorating contest for Winter Feast. There will not be a door/office decorating contest for Winter Feast, but

President Graybeal thanked the Homecoming Committee for including a door/office decorating contest in Homecoming festivities.

2. Another constituent concern was received that concerned the capacity for Winter Feast. Staff Senate will address this concern by meeting with Conference Services and the Winter Feast committee to see if there are other locations or strategies that could accommodate Winter Feast to host more people.
  3. A third constituent concern was received about the flags at Old Main and how they were looking tattered. The concern was shared with campus Executive Staff and the flags will be replaced.
  4. Staff Senate has been made aware that there are glitches in the required Title 9 training for students; some students thought they had completed the training but had not. This glitch will be fixed.
  5. Over 300 staff have taken the Salary Survey. Staff Senate encourages all staff to take the survey because it will share important insights and feedback with the university administration.
  6. Veterans Day was extremely successful! Thanks to all those who served on the Veterans Day committee.
  7. Assistant Vice President for Enrollment Services interviews will take place all week (week of 11/12 - 11/16) and Staff Senate will have the opportunity to participate in forums with each candidate. President Graybeal encouraged senators to attend the campus forums and/or senate forums.
  8. Campus Talk Budget Edition will be on November 27 during X period in the College of Business.
- B. Vice President, Kim Klotz
1. The Vice Presidents of SGA, Faculty Senate, and Vice President Klotz have started meeting regularly. Everyone is excited to work together; if you have updates/concerns, please pass them along.
- C. Secretary, Shelby Fiegel
1. No report.
- D. Treasurer, Beth Adair
1. StrengthsQuest codes have been ordered and more information about claiming them and trainings on campus will be sent out soon.
  2. Winter Feast ticket sales have been deposited.
- E. Parliamentarian/Historian, Jenna Davidson
1. Thanks to all staff who took the Salary Survey; the Compensation Committee worked very hard developing it!

## **V. Senate Committee Reports**

- A. Angel Bear Committee
1. Have met two times since last Senate meeting. Tags are now up on trees and available for adoption. Gifts for angels are due on November 30 and

Staff Senate will shop for additional gifts on December 7 - please email the committee if you would like to participate.

- B. Winter Feast Committee
  - 1. Tickets sold out very quickly.
  - 2. Advancement is a co-sponsor for Winter Feast this year. The office donated \$800 towards Winter Feast. President Davis will speak about the importance of giving to the Foundation at Winter Feast.
- C. Courtesy Committee
  - 1. Six cards were sent out and one card will be sent.
- D. Basketball Committee
  - 1. There are plenty of holiday and new year spots open for basketball volunteering - start saving up for your holiday time for next year!
  - 2. There will be a reminder email sent out about basketball.
- E. Commencement Committee
  - 1. There are still opportunities to volunteer at winter commencement. Please visit [uca.edu/staffsenate/volunteer-opportunities/commencement-ushering/](http://uca.edu/staffsenate/volunteer-opportunities/commencement-ushering/) for more information and to volunteer.

## **VI. University Committee Reports**

- A. Retirement Benefits Committee
  - 1. The committee is exploring best practices based on the most used investment strategies by employees.
- B. Diversity Advisory Committee
  - 1. The Diversity Strategic Plan subcommittee reported that the annual reports are due in November. The subcommittee encouraged members to remind departments to complete their annual reports. The Black Men's Experience at UCA subcommittee reported findings of the 2017 cohort data that tracks the experiences of freshmen first-time entering black males for fall 2017. The data gathered will be used to adjust and improve the programs supporting this cohort. Immigrant Experience at UCA subcommittee reported that they are working with Mindy Pipkin to create a manual for UCA international faculty trying to obtain a visa. Additionally, Human Resources is trying to create a New Employee Orientation specifically for immigrant faculty. It was also noted that the diversity training series for this year is Connecting to the World: Understanding Our International Populations. The next DAC meeting will be held in the spring.

## **VII. Old Business**

- A. No report.

## **VIII. New Business**

- A. Proposals for the Staff Senate continuing fund were submitted:
  - 1. One proposal was for standing desks for staff. The motion to approve the purchase of standing desks for staff members up to a cost of \$15,000 was made by Senator Mowdy. The motion was seconded by Senator Eslinger. The motion passed with Senator Gibbons and Senator Herrera abstaining. Staff Senate will create an application/request form for staff members to apply for a standing desk.
  - 2. The second proposal was to purchase UCA Staff Senate t-shirts for new staff members to be given out at new staff orientation. A motion was made by Senator Shook to purchase these t-shirts up to a cost of \$500. Secretary Fiegel seconded the motion. The motion passed with Senator Gibbons and Senator Eslinger abstaining.

## **IX. Good and Welfare**

- A. Senator Jackson is contacting the winners of the Homecoming office decorating contest to give out their prizes.
- B. Senator McEntire announced she is having a baby boy!
- C. Senator Haddick shared that Student Accounts is searching for an office manager. Apply [here](#).
- D. Senator Ashmore encouraged everyone to attend upcoming basketball games. A schedule can be found [here](#). And congratulations to UCA men's soccer for their win at the conference tournament!
- E. Senator Shock shared that the women's volleyball team is currently competing in their conference tournament.
- F. Treasurer Adair shared information about the Women's Leadership Network event, and Cookies with Santa will be from 10 a.m. to 12:00 p.m. at the President's House on December 1.

## **X. Adjournment**

- A. The meeting was adjourned by President Graybeal at 10:52 a.m.