



November 28, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Amanda Smallwood, Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Erica Ruble, Gina Haddick, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Shelby Fiegel, Susan Peterson, Steven Shook, Tachia Awbrey, Thomas McDaniel, Veneta Fricks, and William Baker.

Senators Absent: Christopher Brown, Deloise Mowdy, Holly Gibbons, Jaime Ashmore, Jaleesa Thomas, Jason Cole, Kim Newman, Kimberly Ashley-Pauley, Lauren Zylks, Natalie Shock, Paul Dielmann, and Sharla Ashcraft.

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 guest presentations.

II. Guests

A. Amanda Hoelzeman, Director of Media Relations

1. Amanda Hoelzeman is UCA's new Director of Media Relations. She is a UCA graduate and is originally from El Dorado, AR. Her background is in publishing and she worked for the Arkansas Advocates for Children and Families before coming to UCA in this new position.
2. As Director of Media Relations her duties include telling positive stories about UCA, coordinating and developing media opportunities, leading the crisis communication team, and responding for FOIA (Freedom of Information Act) requests. She also sends out press releases on behalf of the university.
3. If you have ideas or questions for Amanda, contact her at ahoelzeman@uca.edu

B. Wendy Holbrook, Assistant Vice President for Student Engagement, Leadership, and Service

1. Bear Boots on the Ground is planning three trips for the year. The winter break trip will be in Panama City for Hurricane Michael Relief and is planned for December 15-21, 2018. The spring break trip will be in Memphis, TN for the Mississippi River Clean-Up and is planned for March 17-22, 2019. Another trip planned for spring break will be March 16-22, 2019 in Puerto Rico for Hurricane Maria Relief. You can learn more about all three trips at:
<http://uca.edu/servicelearning/bear-boots-on-the-ground-alternative-bre-aks/>
2. Bear Boots on the Ground is in need of funding to support these three trips. Costs associated with these trips include: transportation, chaperones, t-shirts, and potential gift cards to help support families in need. Any support is greatly appreciated!

III. Approval of November 14, 2018 minutes

- A. Staff Senate reviewed, Senator Eslinger motioned to approve the minutes, and Senator Shook seconded the motion.

IV. Officer Reports

- A. President, Lesley Graybeal
 1. Thanks to all that attended the Campus Talk Budget Edition; it is available to view online [here](#).
 2. Staff Senate is invited to the President's House for the Faculty & Staff Senate Reception on December 4 from 6 p.m. to 8 p.m.
 3. The Staff Senate mid-year retreat will be on January 30 at UCA Downtown from 10 a.m. to 12 p.m.
 4. Staff Senate is planning a Groundskeeper Appreciation Lunch and will create an ad hoc committee to plan the event.
- B. Vice President, Kim Klotz
 1. No report.
- C. Secretary, Shelby Fiegel
 1. No report.
- D. Treasurer, Beth Adair
 1. The \$800 donation to Winter Feast from Advancement was deposited.
- E. Parliamentarian/Historian, Jenna Davidson
 1. There were 448 responses to the Staff Salary Survey. The Compensation Committee will review the responses and share with full Senate.

V. Senate Committee Reports

- A. Angel Bear Committee
 - 1. Nine tags are left for adoption.
 - 2. Gifts for Angel Bear are due Friday, November 30 in BHCC.
 - 3. Angel Bear Committee will shop for additional angels on December 7.
- B. Winter Feast Committee
 - 1. Winter Feast will be held on Tuesday, December 4.
- C. Courtesy Committee
 - 1. Three cards were sent out and two cards 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. Professional Development Committee
 - 1. There will be a meeting next week. There was over \$23,000 requested by 15 staff members. The committee will update Staff Senate at the next meeting.

VI. University Committee Reports

- A. Co-Curricular Badging Committee
 - 1. The committee met with consultants on November 27.
- B. Parking and Traffic Committee
 - 1. The committee will meet next week. Please encourage campus to take the online survey.

VII. Old Business

- A. No report.

VIII. New Business

- A. Vice President Klotz asked Staff Senate to consider co-sponsoring an event for individuals on campus who stay during the holiday break. It would be held on December 23 and be sponsored by the President's Office, Office of the Provost, Staff and Faculty Senate, and the Student Government Association. There will be holiday food and games available.
 - 1. Secretary Fiegel motioned to approve a \$500 donation to the event. Senator Pruneda seconded the motion. The motion passed.
- B. Secretary Fiegel motioned to support all chaperones for the Panama City Bear Boots on the Ground trip for a total of \$600. Senator McDaniel seconded the motion. The motion passed with Senator Shook abstaining from the vote.

- C. A constituent concern about minimum wage affecting student worker budgets was raised. At this time the increase in minimum wage will not change department budgets. Please plan accordingly.

IX. Good and Welfare

- A. Ex Officio Ruble shared that Cookies with Santa is on Saturday, December 1 from 10 a.m. to noon at the President's House.
- B. Senator Jetts shared that there will be a Safe Walk on campus on Thursday. There will also be a blood drive through Student Wellness and Development - if you participate you get a free t-shirt!
- C. Senator Fricks shared that Late Night Breakfast will be held on Wednesday, December 5 from 10 p.m. to 12 p.m. Housing also wrapped up their search for their new assistant director.
- D. Senator Eslinger shared that the Bear Essentials Food Pantry is in need on donations as it is used a lot during the holiday season. At Winter Feast if you bring donations you will be entered into a drawing to win prizes. You can also take your donations directly or give a cash donation.
- E. Senator Awbrey's son is graduating UCA!
- F. Parliamentarian/Historian Davidson shared there will be a Board of Trustees meeting on December 7 at 10 a.m. and she is currently working with Dr. Landry on a potential CPR and First Aid training.
- G. Treasurer Adair shared that at the basketball game on November 28 there will be a combined Alumni and Purple Circle event. Each ticket is \$10 for alumni members and the coach will be speaking.
- H. Vice President Klotz reminded everyone there is a Holiday Breakfast hosted by the President's Office on Thursday, December 6 from 6:30 a.m. to 9:00 a.m. in McCastlain Ballroom.

X. Adjournment

- A. The meeting was adjourned by President Graybeal at 10:54 a.m.