



December 12, 2018 Meeting Minutes

Senators Present: Alyson McEntire, Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Christopher Brown, Erica Ruble, Gina Haddick, Holly Gibbons, Jaleesa Thomas, Jaime Ashmore, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Ashley-Pauley, Kimberly Klotz, Kim Newman, Kristin Jetts, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Susan Peterson, Tachia Awbrey, Thomas McDaniel, Veneta Fricks, and William Baker.

Senators Absent: Amanda Smallwood, Deloise Mowdy, Lauren Zylks, and Steven Shook.

I. Call to Order

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

II. Approval of November 28, 2018 minutes

- A. Staff Senate reviewed the minutes and suggested minor changes. Senator Ashley-Pauley motioned to approve the minutes, and Senator Newman seconded the motion.

III. Officer Reports

- A. President, Lesley Graybeal
 - 1. Reminded Senate that the mid-year retreat will be held on January 30 from 10:00 a.m. to 12:00 p.m. at UCA Downtown. The agenda will include team building, updating the Staff Senate mission, and upcoming Staff Senate events.
 - 2. The next Staff Senate meeting will be a regular meeting on January 9.
 - 3. Human Resources sent out an email detailing how to utilize Staff Senate holiday time. Staff members who have accrued more than 16 hours of holiday time in 2018 will see the excess hours rolled over into a new Staff Senate Volunteer Time leave balance for 2019 and will receive an individual email from HR with information.
- B. Vice President, Kim Klotz
 - 1. Reminder that there will be a holiday meal for students and the campus community during winter break co-sponsored by Staff Senate.
- C. Secretary, Shelby Fiegel

1. No report.
- D. Treasurer, Beth Adair
1. The \$600 donation to Bear Boots on the Ground was transferred.
 2. Angel Bear shopping receipts are being processed; will provide an update at the next meeting.
 3. The \$500 to co-sponsor the holiday meal during winter break was also paid through the Staff Senate Aramark Purchase Order.
- E. Parliamentarian/Historian, Jenna Davidson
1. No report.
- F. Ex-Officio, Erica Ruble
1. No report.

IV. Senate Committee Reports

- A. Compensation Committee
1. The committee met last week with Dr. Graham Gillis and Amber Hall. The committee shared the staff salary survey results and discussed them. Human Resources is pursuing an employee assistance program as an added benefit for employees. This program will focus on counseling services specifically for staff and faculty. The committee plans to share the results of the survey with the campus community and administration.
- B. Constitution Revision and Mission Committee
1. Will create a survey for Staff Senate to complete before the mid-year retreat.
- C. Courtesy Committee
1. Fourteen cards were requested to send out.
- D. Professional Development Committee
1. Eleven out of the fifteen requests were funded; over \$13,000 was awarded and the awards ranged from \$600 to \$1,700. Applications for quarter four (April 1 - June 30) will open in February.
- E. Scholarship Committee
1. The online application for spring will open January 7 and will close on March 15.
- F. Staff Handbook Committee
1. Received an email to move forward with the draft of the new handbook. The deadline for suggestions on the draft is January 4.
- G. Winter Feast Committee
1. Debrief will be held after Staff Senate meeting; topics include a bigger venue.
- H. Basketball Committee
1. December 30 and 31 games still have spots available.
 2. Six other games in the spring still need volunteers and there is an updated list of games online.

- I. Reynolds Committee
 - 1. January 23 is the first show for spring 2019. The volunteer form will open after winter break.
- J. Angel Bear Committee
 - 1. Will deliver gifts on Friday, December 14.

V. University Committee Reports

- A. BeWell Committee
 - 1. There was a concern about counseling confidentiality so Dr. Gillis is looking into an employee assistance program that would cover counseling off-campus for faculty and staff. BearBucks will show up on your accounts by December 21 if you completed the BeWell program this year. You can view upcoming events and updates for the BeWell program at: <https://uca.edu/bewell/>
- B. Sexual Misconduct and Prevention Committee
 - 1. Mindy Pipkin updated the committee on the mandatory student training completion numbers. The committee also discussed offering optional training for each college starting in the spring and using a team approach to cover a variety of topics under University Training, UCA PD, and Title IX.

VI. Old Business

- A. Staff Senate will be providing funding for standing desks for staff. A request form for a standing desk will be sent out mid-January. The desks will be provided on a first come, first served basis. Staff Senate will send out an email notifying staff of when the form will go out beforehand so everyone will have an equal chance at completing a request form and getting a desk.
- B. The Staff Senate executive team has submitted a request for a t-shirt design for new employees to receive at orientation. This initiative was voted on at a past Senate meeting.

VII. New Business

- A. No report.

VIII. Good and Welfare

- A. Senator Ashmore shared on December 17 there will be an ugly sweater game beginning at 2:00 p.m.
- B. Senator Baker has a new position as transportation coordinator in the Physical Plant. The position he is vacating will be available soon.

- C. Senator Haddick shared that the new office manager for Student Accounts started.
- D. Senator Hopper shared that two officers graduated from the Academy and they are currently onboarding two positions.
- E. Senator Eslinger thanked the Angel Bear committee and volunteers that helped decorate bags of food.
- F. Senator Brown will be leaving UCA; he took a position at the University of Missouri.
- G. Ex Officio Ruble encouraged everyone to check out downtown Conway during the holidays. You can enjoy carriage rides, the ferris wheel, and the Christmas tree until January 1.
- H. President Graybeal thanked everyone for a fantastic year!

IX. Adjournment

- A. The meeting was adjourned by President Graybeal at 10:42 a.m.