



February 13, 2019 Meeting Minutes

Senators Present: Amanda Smallwood, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Erica Ruble, Gina Haddick, Jaleesa Thomas, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Ashley-Pauley, Kimberly Klotz, Kim Newman, Kristin Jetts, Lauren Zylks, Lesley Graybeal, Michael Hopper, Natalie Shock, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Tachia Awbrey, Thomas McDaniel, and Veneta Fricks.

Senators Absent: Alyson McEntire, Angela Jackson, Holly Gibbons, Nadia Eslinger, and William Baker

I. Call to Order

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

II. Acknowledgement of Approval of the January 30, 2019 Meeting Minutes

- A. The minutes were approved electronically.

III. Officer Reports

- A. President, Lesley Graybeal
 1. Graham Gillis will attend the next Staff Senate meeting on February 27 to address the new FMLA changes. Dr. Alicia Landry will also attend the next meeting to share updates to the BeWell program. A representative from the Big Event will also speak to Senate.
 2. The process for auditing a course will be outlined step-by-step and posted to the Human Resources website as a part of employee benefits. Student accounts also has a webpage that addresses this process.
 3. The AVP Enrollment Management process is still ongoing. The next candidate will be meeting with Faculty and Staff Senate on Friday at 3:30 p.m.
 4. Faculty and Staff Senate office hours have changed to Monday, Feb. 18 from 12:00 to 1:30 p.m. in Starbucks because there will be a Board of Trustees meeting on Friday, Feb. 22 at 10:30 a.m. in the boardroom in Wingo.

- B. Vice President, Kim Klotz
 - 1. No report.
- C. Secretary, Shelby Fiegel
 - 1. No report.
- D. Treasurer, Beth Adair
 - 1. The Bearbucks for the new Employee of the Quarter were transferred, the mid-year retreat costs were paid, there was also a payment made for the stand up desks, and the t-shirt payment is still pending as the purchase justification form is routed.
- E. Parliamentarian/Historian, Jenna Davidson
 - 1. The Office of the Provost is providing funds for refreshments for the on campus StrengthsQuest training events through University Training (both of which are full). Staff Senate provided funding for the purchase of the codes.
- F. Ex-Officio, Erica Ruble
 - 1. No report.

IV. Senate Committee Reports

- A. Basketball Committee
 - 1. There are still spots available for the double header on March 2.
- B. Compensation Committee
 - 1. The Compensation Committee report went out to campus via email and is also on the Staff Senate website [here](#). President Davis plans to share the report with administration.
- C. Constitution Revision Committee
 - 1. At the retreat, Staff Senate worked on revisions to the mission statement. The committee will continue to refine and plans to send a survey out to senators to narrow possible mission statements down to one.
- D. Courtesy Committee
 - 1. Five cards were sent and two cards will be sent.
- E. Professional Development Committee
 - 1. Applications are open through February 20.
- F. Reynolds Committee
 - 1. There are volunteer spots available for the Travis Tritt show and for Steel Magnolias.
- G. Scholarship Committee
 - 1. The scholarship application is open [here](#) until March 15.
- H. Spring Picnic Committee
 - 1. The committee will meet again soon. The fish fry vendor has been confirmed and the picnic will be held on April 26.

V. University Committee Reports

- A. Sexual Misconduct Awareness & Prevention Committee

1. April is sexual assault awareness month. The schedule of events for the month is in the process of being created. There are plans to host a tea with state representatives, Take Back the Night event, Walk a Mile in Her Shoes event, and more.
- B. Strategic Planning Committee
 1. The committee will begin meeting again to discuss changes to/redevelopment of the strategic plan.
- C. Diversity Advisory Committee
 1. The Diversity Strategic Plan will be restructured to follow the strategic plan and will incorporate results from the campus climate survey.

VI. Old Business

- A. Standing Desks
 1. All standing desks have arrived and will be counted and received.

VII. New Business

- A. Groundskeeper Appreciation Budget Request
 1. Dr. Alicia Landry & UCA Dietetics Interns will help coordinate the event on March 11. Planning committee requested Staff Senate provides \$175 for food and supplies for the interns to prepare a meal for 50 people. Parliamentarian/Historian Davidson made the motion to provide \$200 and Senator Shook seconded the motion. The motion passed.
- B. Bear Essentials Food Pantry
 1. Staff Senate discussed donating \$1,000 to the Bear Essentials Food Pantry. President Graybeal shared that Brian James with the food pantry requested that Staff Senate donate \$1,000 as a match for Day of Giving, allowing Staff Senate's dollars to go further by encouraging other donations. Senator Purneda motioned that Staff Senate match up to \$1,000 for Day of Giving, and in the case that the match does not hit \$1,000, Staff Senate will still contribute the difference to the food pantry. Senator Fricks seconded the motion. The motion passed.
 2. Brian James attended the meeting after the motion was passed to give an update about the pantry. He shared that the Bear Essentials Food Pantry is widely used on campus and they are always looking for donations. Some key needs are toiletries, but any donation is welcome (cash, food, or toiletries).

VIII. Good and Welfare

- A. Senator Klotz shared there will be a Lunch and Learn program on February 15. Learn about additional training opportunities [here](#).

- B. Senator Shock let everyone know about several upcoming events in the community: Teacher Appreciation night at Wed. Feb. 13 basketball game, a baseball games on Feb. 16 and 17, and the pancake breakfast at Stoby's on Sun. Feb. 17. Learn more on Athletics website [here](#).
- C. Parliamentarian/Historian Davidson shared the Women's Leadership Network is hosting a business showcase on Feb. 19 in McCastlain.
- D. Ex-Officio Ruble shared that the public can visit the planetarium on Friday and Saturdays at 8:00 p.m. Doors open at 7:30. Admission is free. Seating provided on first-come basis.
- E. Senator Fricks talked about events that will be hosted in April for sexual assault awareness month: the Vagina Monologues, Take Back the Night, and a 5k run/walk to highlight the blue lights across campus.
- F. Senator Davis shared there is a position open in the Physical Plant.
- G. Treasurer Adair shared information about [Day at the Races](#) on Sunday, March 10.
- H. Secretary Fiegel shared that a [Poverty Simulation](#) will be hosted on campus for faculty, staff, and students on March 27.
- I. President Graybeal shared information about the Big Event. Job requests and volunteer sign up are due on February 14th. Learn more [here](#).

IX. Adjournment

- A. The meeting was adjourned by President Graybeal at 10:50 a.m.