



February 27, 2019 Meeting Minutes

Senators Present: Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Erica Ruble, Gina Haddick, Jaleesa Thomas, Jason Cole, Jason Davis, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kim Newman, Kristin Jetts, Lauren Zylks, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Sharla Ashcraft, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Tachia Awbrey, Thomas McDaniel, and William Baker.

Senators Absent: Alyson McEntire, Amanda Smallwood, Holly Gibbons, Jenna Davidson, Kimberly Ashley-Pauley, Lesley Graybeal, and Veneta Fricks.

I. Call to Order

- A. Vice President Kimberly Klotz called Staff Senate to order at 10:00 a.m. in Wingo 315.

II. Acknowledgement of Approval of the Feb. 13, 2019 Meeting Minutes

- A. Senator Haddick moved to approve last meeting's minutes and Senator Shock seconded. The motion passed.

III. Guests

- A. Graham Gillis and Bridget Fortenberry
 1. Family and Medical Leave Act (FMLA): This federal law that grants unpaid leave and protects employees' jobs. You must be an eligible and qualifying employee to receive FMLA. If an employee misses three consecutive sick days (examples: Monday, Tuesday, and Wednesday OR a Friday and a Monday) they could be flagged for possible eligibility. When you miss three consecutive sick days, an email will be triggered to notify you that you may qualify for FMLA. If you respond to this email that you do not want more information, you will not be sent FMLA information through certified mail, but if you do not respond the FMLA information must be sent by certified mail by law. There is leave training for staff that

informs about FMLA and other forms of leave reporting. Human Resources also offers other related trainings.

2. Pay plan update: Updates were made in response to minimum wage increase, and it is soon going before the legislature for a vote. This will be done continually as minimum wage increases.
3. Employee Assistance Program (EAP): UCA has never had an EAP before but will soon be instituting one. The program is known for providing counseling services to employees and their family for free (employees do not have to be on UCA health plan to use EAP services). A certain number of visits are allowed, and referrals can gain employees more visits if needed. The referrals for extra visits will be given to employees on a case-by-case basis once visit limit is reached. The program covers financial counseling, smoking cessation, drug abuse, and other areas.
4. Retirement plan (TIAA): UCA will be the fiduciary of the employee retirement plan and an advisory committee has been formed to address opportunities to reduce fees and improve available investment options through TIAA. The committee will look at the best ways to assist employees concerning their retirement plans. One change will be to reduce the hardship withdrawal requirements so that employees will not have to exhaust loans from retirement funds before making a hardship withdrawal.
5. Human Resources is developing a new campus-wide policy for flex time as a result of the findings from the Staff Salary Survey, with the goal of implementing in summer 2019. President Davis is supportive of this initiative and an update should be shared soon.

B. Dr. Alicia Landry with UCA BeWell

1. [Health and Wellness Advisory Committee Report](#) was presented.
2. You can find information about BeWell events on the [BeWell Calendar](#).

IV. Officer Reports

A. Vice President, Kimberly Klotz

1. Vice President Klotz reminded us of the upcoming [Poverty Simulation at UCA on March 27th](#).

B. Secretary, Shelby Fiegel - No report

- C. Treasurer, Beth Adair - No report
- D. Parliamentarian/Historian, Jenna Davidson - No report
- E. Ex Officio, Erica Ruble - No report

V. Senate Committee Reports

A. Basketball

- 1. All three basketball games needing to be staffed are filled.

B. Constitutional Revision

- 1. Reminder for Staff Senators to turn in feedback on the mission statement revision.

C. Courtesy

- 1. One card was sent and one will be sent.

D. Professional Development

- 1. The committee will meet next week to determine award decisions for Q4 funding.

E. Reynolds

- 1. All show slots are full, and the final shows volunteer opportunities will be sent next week.

F. Spring Picnic

- 1. The committee will meet next Tuesday. It will be held on April 26 and will be a fish fry. More updates will come at the next Staff Senate meeting.

VI. University Committee Reports

A. Calendar Committee

- 1. There are no changes to the university calendar for next year.

B. Strategic Budget Advisory Committee

- 1. SBAC met and plans continue to revitalize the committee.

VII. Old Business

A. AVP Enrollment Management

1. Dr. Kevin Thomas has accepted the position of Associate Vice President for Enrollment Management. He will begin his new position on Monday, July 1.

VIII. New Business

A. Request for Temporary Budget Increase for Courtesy Committee

1. Senator Peterson requested the budget for the Courtesy Committee be increased by \$75-\$100 to purchase store-bought cards.
2. Senator Ashcraft moved to approve a budget increase of \$75 and Senator Haddick seconded.
3. Senators discussed the request.
4. Secretary Fiegel amended the motion to increase the budget by \$40 to serve out the remainder of the fiscal year. Senator Ashcraft and Senator Haddick accepted the amendment.
5. The motion passed with Ex Officio Ruble opposed.

IX. Good and Welfare

- A. Senator Pruneda presented a thank you card for standing desks.
- B. Senator Shock announced that the Athletics pancake breakfast raised \$5,099.
- C. Vice President Klotz announced that employees interested in utilizing HPER personal trainers for BeWell can potentially use HSA accounts to pay for sessions. You can contact Dr. Alicia Landry for additional information.

X. Adjournment

- A. The meeting was adjourned by Vice President Klotz at 11:14 AM.