



March 13, 2019 Meeting Minutes

Senators Present: Angela Jackson, Carlos Herrera, Deloise Mowdy, Jaleesa Thomas, Jenna Davidson, Karen Pruneda, Kimberly Ashley-Pauley, Kim Newman, Kristin Jetts, Lauren Zylks, Lesley Graybeal, Michael Hopper, Sharla Ashcraft, Shelby Fiegel, Steven Shook, Susan Peterson, Tachia Awbrey, Thomas McDaniel, and William Baker.

Senators Absent: Alyson McEntire, Amanda Smallwood, Audreka Peten, Beth Adair, Erica Ruble, Gina Haddick, Holly Gibbons, Jason Cole, Jason Davis, Jennifer Day, Kimberly Klotz, Nadia Eslinger, Natalie Shock, Paul Dielmann, Tabitha Hasson, and Veneta Fricks.

I. Call to Order

- A. President Graybeal 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. Staff Senate cannot vote to approve the minutes because there is no quorum. The minutes will be approved electronically.

III. Guests

- A. Tyler Lachowsky, Emergency Management
 - 1. Lachowsky is currently in the process of revising UCA emergency procedures and plan. Trainings and simulations are available to teach employees basic skills to make a difference in an emergency. Examples include: severe weather, active shooters, and more.

IV. Officer Reports

- A. President, Lesley Graybeal
 - 1. There is a legislative session in progress and there are several bills in committee that could potentially affect higher education, including bills attempting to revise the funding formulas and a bill to eliminate gun-free

zones. Information about all current bills is available at <http://www.arkleg.state.ar.us>.

2. There will be a Campus Talk on April 2 in Ida Waldran during x-period. President Davis will share updates on a variety of topics, including the university's strategic plan and budget.
3. The [UCA International Guidebook](#) has been sent out to campus.
4. Staff Senate elections will be held soon. Please encourage staff in your department to run and contact executive committee if you are interested in learning more about serving as an officer.

B. Vice President, Kimberly Klotz - No report

C. Secretary, Shelby Fiegel - No report

D. Treasurer, Beth Adair

1. A Senate treasury report will be presented at the next meeting.

E. Parliamentarian/Historian, Jenna Davidson

1. The Groundskeeper Appreciation Lunch was very successful. Dr. Alicia Landry and her students prepared the meal and it was very much appreciated.

F. Ex Officio, Erica Ruble - No report

V. Senate Committee Reports

A. Constitutional Revision Committee

1. Senators still need to vote on the survey concerning the two mission statement options. Once a majority of Senate has voted on the two options, the committee will come back together to discuss actions moving forward.

B. Courtesy Committee

1. Two cards were sent and one will be sent.

C. Reynolds Committee

1. All shows are filled currently and there will be three shows left for the end of the semester. An email will go out next week to request volunteers for the last three shows.

D. Spring Picnic Committee

1. The Spring Picnic Committee met and discussed games for the picnic such as horseshoes, bean bag toss, and other games. They are also pricing snacks such as pineapple whip. There will be a pie-in-the-face fundraiser where the three individuals receiving the most donations will get pied; all pie-in-the-face participants will pick a UCA Foundation fund for their donations to benefit. There will be a fish fry again this year, so if you have dietary restrictions please contact Senator Herrera for alternative meal options. A volunteer schedule will go out soon.

E. Professional Development Committee

1. The committee awarded \$17,000 in funding. There was more funding available than usual because of funds carried over from other quarters.

VI. University Committee Reports

A. Diversity Advisory Committee

1. The committee met about the Institutional Diversity and Inclusion Grants subcommittee. The subcommittee discussed seven applicants requesting funding during the spring term. All applicants were approved by the subcommittee for their requested amounts.
2. The subcommittee reviewed the new application process and discussed some small adjustments that need to be made with the website to make the process easier to understand.
3. The subcommittee also discussed creating an updated rubric so that it will be easier to make sure applications meet the required criteria. This rubric will also assist in ranking the applications based on the criteria met. Once this rubric is finalized it will be placed on the website to assist applicants in making sure their application is complete.
4. The deadline for summer Institutional Diversity and Inclusion Grant applications is April 15th. The subcommittee will meet after April 15th to discuss any applications submitted for the summer funding period.

B. University Safety Committee

1. The committee reviewed the list of repairs/suggestions from the fall Safe Walk. Concerns were brought up about repairs/suggestions that have not been resolved.
2. The remaining items will be ranked and addressed as funding allows.

3. Tyler Lachowsky gave an update on the Community Emergency Response Team (CERT) class, Stop the Bleed, and fire extinguisher training.
4. Fire panel inspections were completed in December.
5. The fire marshal inspections have been completed.
6. Kitchen hoods across campus have been cleaned. This happens twice a year to prevent grease fires.
7. Canisters were placed under the stove to prevent fires in campus housing apartments.
8. All Building Emergency Planning (BEP) drills have been completed for the academic year.
9. New chemical spill push buttons were installed in Laney-Manion.

C. Retirement Advisory Committee

1. The Retirement Advisory Committee meets quarterly with consultants to discuss best practices.
2. So far the committee has saved \$120,000 in record-keeping fees.
3. UCA now has more options than we previously had for types of investments employees can choose from. While we were once limited to TIAA funds, we now have the opportunity to select best-in-class options for all fund types. One charge of the committee is to review the menu of options available to employees and replace funds that are underperforming.
4. Changes will be made to the hardship withdrawal process to make it easier for employees to utilize. Employees can also take out loans through their retirement account. The committee will discuss possible changes to the loan policies and procedures at the next quarterly meeting, including capping the number of loans an individual can have at one time and limiting what sources employees can take money from. President Graybeal invited feedback, particularly from any senators who have utilized the hardship withdrawal or loan processes or whose constituents have done so.

VII. **Old Business**

- A. No old business was on the agenda.

VIII. New Business

- A. Recommendation for a Communication Policy
 - 1. Senator Jetts shared that during the DAC meeting a concern was mentioned about a Communication Campaign to address the need of keeping UCA employees who do not have regular access to a computer in the loop on things like Be Well, Diversity Initiatives for specific areas, and required training opportunities. A communication policy or campaign initiative like this would address the communication gap for UCA employees who are not in a regular office setting or work after hours.
 - 2. Ideas were discussed on how to make communication across campus more easily accessible to departments that may not have access to a computer all day and may not be on a regular work schedule. The staff Senate Communication Committee is going to look into this further.

IX. Good and Welfare

- A. Parliamentarian/Historian Davidson shared that the Wellness Fair will be on April 2nd. Also you can see Gene Hatfield exhibits in the Baum Gallery and McCastlain.
- B. Secretary Fiegel shared that everyone can view art from UCA artists at UCA Downtown. The exhibits rotate monthly and you can follow the Outreach Facebook page for more information. Like [Staff Senate on Facebook!](#)
- C. Senator Jetts shared that Spring Break Safety Fair will be held tomorrow.
- D. Senator Jackson shared there will be a Women's Tea held on March 30 in McCastlain Hall at 11:00 a.m. please RSVP to Senator Jackson by 26th. The office of diversity will also be holding a graduation event for LGBTQ community students, please email Senator Jackson if you know of a student who is interested.
- E. Senator Zylks shared that the Employee Service Awards will be on April 16th during x-period.
- F. President Graybeal shared on Tuesday April 9th there will be a Human Library event in Torreyson Library. There will also be a respite event for senior adults on Monday, April 8th from 1 p.m. to 4 p.m. Learn more at www.uca.edu/outreach/bears-for-care/

X. Adjournment

- A. The meeting was adjourned by President Graybeal at 10:53 a.m.