



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

STAFF
SENATE

**Regular Meeting Agenda
Wednesday, April 24, 2019
Wingo Boardroom**

Senators Present: Amanda Smallwood, Angela Jackson, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Karen Pruneda, Kimberly Klotz, Kim Newman, Lauren Zylks, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Paul Dielmann, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Tachia Awbrey, William Baker and Thomas McDaniel.

Senators Absent: Alyson McEntire, Erica Ruble, Holly Gibbons, Gina Haddick, Jaleesa Thomas, Kimberly Ashley-Pauley, Kristin Jetts, Natalie Shock, and Veneta Fricks.

- I. Call to Order**
- II. Acknowledgment of electronic approval of the April 10, 2019 meeting minutes.**
- III. Guests**
 - A. Heather Romaine, Bear Card
 1. You must have your Bear Card with you at all times on campus.
 2. If your card does not work (because of basic wear and tear), you can replace it for free at the Bear Card office. Otherwise, if you need a replacement card or if your card was damaged outside of basic wear and tear it is \$15 to replace.
 3. If you lose your card, please call the Bear Card office to deactivate it; if you find it after losing it you can reactivate it.
 4. Your Bear Card gives you access to some events such as Reynolds and athletics, the library, and the HPER center.
 5. You can add Bear Bucks to your Bear Card for food and printing. The Bear Card functions as a debit card would with a declining balance. You can edit your balance online, deposit machines on campus, the Bear Card office, and there is also a new app you can use.
 6. You can view the places you can use your Bear Card [here](#).
 - B. Graham Gillis, Human Resources

1. UCA is piloting a new alternate work schedule policy this summer. The policy is supported by the President's Office and will be shared through an email to campus.
2. Some departments may not be able to participate in the alternate work schedule policy depending on the structure of the department, but all supervisors are encouraged to consider utilizing the policy if possible. This policy will function as an added benefit to UCA's work environment.

IV. Officer Reports

A. President, Lesley Graybeal

1. The Student Government Association is still exploring on campus child care. They are in the preliminary stages of exploring this benefit to campus and will continue their work on this initiative into next year.
2. The UCA Faculty Senate President convened with other Faculty Senate Presidents at other universities; this may be something Staff Senate would like to explore doing in the future.
3. Will Teeter will represent SGA on any University Committees meeting during the summer.
4. Convocation is open to all faculty and staff. Convocation will be held on Wednesday, August 21st at 9:30 a.m. in the Ida Waldran Auditorium.
5. University administration is proposing a 1% COLA to all staff to be initiated on July 1. There is a possibility that another COLA will be implemented in January for all staff.
6. A constituent concern was received concerning the payroll change from December 22 to December 31. Staff Senate voted to support the payroll change.
7. Staff Senate elections are currently in progress - please encourage your coworkers to vote for new Senators and revisions to the Staff Senate Constitution! **A majority of staff must vote to change the Constitution. Voting closes May 1.**

B. Vice President, Kimberly Klotz

1. No report.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Beth Adair

1. No report.

E. Parliamentarian/Historian, Jenna Davidson

1. No report.

F. Ex Officio, Erica Ruble

1. No report.

V. Senate Committee Reports

A. Courtesy Committee

1. Four cards were sent and one additional card will be sent.

B. Employee Recognition Committee

1. The Employee of the Year (EOY) Committee selected the following finalists for EOY:

- a) Non-classified: Amanda Smallwood, Dr. Kale Gober, Marvin Williams, and Natalie Flemming

- b) Classified: Brenda Herring, Nancy Bond, Patricia Rogers, and Judy Huff

2. The winners of EOY, calculated through scoring of their nominations and in-person interviews with the committee, were Dr. Kale Gober and Brenda Herring. All finalists were awarded plaques and both Kale and Brenda were awarded monetary awards. Dr. Gober made the decision to split his award between Foundation funds of the other non-classified finalists' choosing. He shared the following note with the committee:

- a) "I wanted to write and express to you how grateful I was to be selected as the Employee of the Year. The honor was truly one of the most humbling and meaningful awards I have ever received. It meant a lot to me when I received notification via email, but my gratitude became overwhelming as I heard the transcripts of my fellow finalists which were read aloud on Tuesday. What an incredible community of hard-working, dedicated people we have

here at UCA. I've always thought that a non-negotiable characteristic of a great leader is to share credit; to delegate tasks, watch people succeed, and praise them publicly. I can't sing the praises of the members of the Division of Advancement enough. Our creative team and event personnel worked diligently to make Laurels & Stripes an incredible event that raised \$719K for scholarships. Our development staff executed the highest day of giving that our state has ever seen, raising \$757K. President Davis led the charge in securing the \$20M gift from the Windgate Foundation. All of these things, and countless others, are the result of a group of people focusing on and pursuing a goal of making an impact on students like never before. To lead these efforts is a joy, and to be recognized for such is an honor. Thank you so much.”

3. Dr. Gober also decided to give his monetary award to the three finalists by providing the following funds on campus with these donations:
 - a) \$333 in honor of Marvin Williams to the Bear Essentials Food Pantry
 - b) \$333 in honor of Natalie Flemming to the Bunny and Carol Adcock Study Abroad Fund
 - c) \$333 in honor of Amanda Smallwood to the Conway Cancer Foundation Scholarship

4. The Employee Recognition Committee also conducted a meeting to address constituent concerns about the Employee of the Year and Quarter processes on Wednesday, April 24. The following changes were made:
 - a) The Staff Senate Operations Manual and Employee of the Year Guidelines will state that staff that report directly to the President's Office are not eligible for Employee of the Year.
 - b) Employee of the Year finalists will be provided with their nominations during the EOY interview process. Changes to the questions will be made to make the process more conversational.
 - c) Scoring for Employee of the Year and Employee of the Quarter will be changed to a ranking system.

C. Spring Picnic

1. The rain location for the spring picnic is the HPER center.
2. Lawn games such as baggo, frisbee, and plinko will serve as entertainment.
3. The Pie in the Face competition is accepting online donations and will accept cash donations at the picnic.
4. Food served will be provided by Adam's Catfish and Las Delicias will provide popsicles. Cotton candy will also be available.

VI. University Committee Reports

A. Homecoming Committee

1. The theme of this year's Homecoming celebrations will be the 90s.
2. The Committee will add King/Prince spots to the court.

VII. Old Business

- A. No report.

VIII. New Business

- A. No report.

IX. Good and Welfare

- A. Senator Mowdy shared that the last Reynolds show will be held on Sunday.
- B. President Graybeal shared that the retreat date for Staff Senate is June 26.

X. Adjournment