



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

STAFF
SENATE

Regular Meeting Agenda
Wednesday, July 31, 2019
Wingo 315

Senators Present: Angela Haynie, Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Hunter Roberts, Jason Cole, Jason Davis, Kimberly Klotz, Kristin Jetts, Kyana Smith, Melanie Watson, Paul Dielmann, Richard Hammond, Steven Shook, Susan Peterson, Tabitha Hasson, Tachia Awbrey, and Thomas McDaniel.

Senators Absent: Amanda Smallwood, Jenna Davidson, Jennifer Day, Lesley Graybeal, Michael Hopper, Nadia Eslinger, Natalie Shock, Shelby Fiegel, Veneta Frick and William Baker.

- I. Call to Order**
- II. Acknowledgment of that the July 9, 2019 meeting minutes were approved electronically (minutes were approved via email).**
- III. Guests**
 - A. Nelson Landers, Environmental Health and Safety Manager
 1. The State of Arkansas Insurance Division of Loss Prevention came to campus and did an inspection. They made recommendations based on that inspection. One of those recommendations concerned space heaters used in a variety of offices across campus. The recommendation was that there was only one identified type of space heater that was safe to use in an office setting; other space heaters are fire hazards.
 2. If you still have a space heater that is not approved, all university owned equipment must be retired through UCA's Inventory Control Department. Also remember the following when using a space heater:
 - a) It is the responsibility of an individual or an individual department to purchase approved and authorized space heaters. Physical Plant does not provide or pay for heaters other than in a case where we have equipment failures or an event that must take place.

- b) Ensure adequate space from combustible materials around any heater. Heaters are not to be placed in areas in which flammable or explosive vapors can be found or present.
 - c) Heater units should be standard voltage (110v).
 - d) The heater must be from Cozy Products as it is the only approved heater.
 - e) The heater must be plugged directly into an outlet and shall not be plugged into a power strip or an extension cord.
 - f) All heaters should be unplugged when not in use.
3. Kaylon Bradford, Director of Student Life
- a) UCA Homecoming will be October 20 - 26, 2019. The Homecoming game will be Oct. 26. The theme will be the 90s. Some events include:
 - (1) Monday will be Fall Fest by the HPER.
 - (2) Tuesday will be the student pep rally.
 - (3) Wednesday will be Bear Bingo; aimed at students, but everyone is invited.
 - (4) Thursday SAB will have a big event planned - TBA.
 - (5) Friday is the Greek Show in the Farris Center.
 - (6) Emails will start going out soon with more information.
 - b) Encourage staff and faculty to be active during Homecoming! There will be an office decorating competition again this year. There are two categories for departmental and academic departments. They will also continue to do Spirit Week with different themed days.

IV. Officer Reports

A. President, Kim Klotz

1. Reminder: August 16, 2019 Board of Trustees meeting. The meeting will be at 10:30 a.m. in the Board Room in Wingo Hall.

B. Vice President, Steven Shook

1. Staff Senate committees will be shared next Staff Senate meeting. The committees will be shared via email before the next meeting. Please contact Vice President Shook with any questions or comments.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Carlos Herrera

1. No report.

E. Parliamentarian/Historian, Tachia Awbrey

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

V. Senate Committee Reports

A. Courtesy Committee

1. Two cards were sent.
2. One card needs to be sent.

B. Emergency Fund Committee

1. The committee met and approved one request for emergency funding.

VI. University Committee Reports

A. Housing Exemption Committee

1. The committee made decisions on 10 students who requested freshman exemptions.

VII. Old Business

- A. No report.

VIII. New Business

A. No report.

IX. Good and Welfare

- A. Parliamentarian/Historian Awbrey: July 31 was the last day for new freshmen registration. Commencement is on August 10, 2019.
- B. Senator Jetts: Student Wellness is hosting a sexual health fair on September 18. They are having a panel on LGBTQ sexual health and an expert on mental health. Please share on campus to those you think may be interested in attending or volunteering.
- C. Senator Hammond: The HPER will be closed August 15 - 17. The ropes course will be open soon.
- D. Senator Peten: Student Accounts will be charging a small fee when you use a credit card to pay your bill.
- E. Senator Roberts: Football season is about to begin! Athletics is looking for feedback from faculty/staff, please contact Senator Roberts to share your experience. Learn more [here](#) about football. Athletics also made some new hires.
- F. Senator Isom: The library wants to create a program where campus can donate bought and handmade hats, scarves, and gloves on a “tree” in the library for students to take and utilize in the winter.
- G. Senator Jackson: September 21 will be Amigo Fest in the Student Center Courtyard. There will be good food and entertainment; it's a family event open to everyone. Free, but food does have costs.
- H. Senator Adair: August 8 is Purple Passion on the Stripes.
- I. Senator Mowdy: WoodmenLife will have a tailgate at every home game.
- J. Treasurer Herrera: ArtsFest event at Fat Daddy's on August 1.
- K. Vice President Shook: Be sure to fill out committee reports for Staff Senate meetings.
- L. President Klotz: Senator Adair has the new polos and she will be giving them to President Klotz. Contact one of them to get yours if you haven't.

X. Adjournment