



**Regular Meeting Agenda**  
**Wednesday, September 25, 2019 in Wingo 315**

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**Senators Present:** Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Beth Adair, Carlos Herrera, Elizabeth Gayfield, Hunter Roberts, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Kimberly Klotz, Kristin Jetts, Kyana Smith, Melanie Watson, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Thomas McDaniel, and William Baker.

**Senators Absent:** Angela Haynie, Deloise Mowdy, Dierre Littleton, Lesley Graybeal, Michael Hopper, Tabitha Hasson, and Veneta Fricks.

- I. Call to Order**
- II. Acknowledgment that the September 11, 2019 meeting minutes were approved with changes. Senator Eslinger made the motion and Senator Adair seconded. The motion carried.**
- III. The meeting was suspended for guests. Vice President Shook made the motion and Senator McDaniel seconded.**

A. Kevin Carter, Construction Manager

1. Carter provided updates on construction and parking.
2. The Welcome Center is now finished and open to the public. It will be used primarily by Admissions and campus tours.
3. The tennis courts have been resurfaced. If you don't know where the tennis courts are, they are by Reynolds to the west. The courts are used for the Tennis team and intramurals, but are open to the campus community when not being used by formal organizations.
4. Greek Village Phase II is underway on Donaghey Avenue. Three houses will be on Donaghey and one NPHC house will be on Western. The construction is going really well and everything is on schedule. They will be completed in sequence.
5. The 8,000 square foot addition to Lewis will be called the Lewis Annex and it will be lab space. This construction will not affect parking in the lot on Western Avenue.

6. The new Integrated Health Science Building (IHSB) construction is now underway. Completion date if all goes according to plan will be March 2021. This building will house nursing, OT, PT, nutrition, counseling and the first floor will be a clinic. This will increase space to grow the integrated health science programs.
7. Bear Village apartments gravel parking lot will turn into a safe room for campus. UCA received a one million dollar grant to complete. You can also use that building for events, and it will be open to the community for use (safe room). Completion date undetermined, but probably about a year; they will know more after the project is bid out.
8. The Windgate Center will be built in the Thompson parking lot. On Western Avenue there will be additional parking. More parking will be open behind the President's House, behind the Speech Pathology building, and additional parking near Baridon Street. Physical Plant is doing their best to open more parking spaces.
9. Phase II for housing updates will include State and Carmichael Halls. Physical Plant always has little projects going on all over campus; especially roofing, heating and cooling, etc.
10. Question: Will counseling and psychology be moved out of Mashburn? Carter shared he does not know about the programming side, but there may be overlap between the two buildings. There will be shuffling for all the programs.
11. Question/comment: There are a lot of visually impaired students on campus. Please remind construction workers to be aware of where they park their vehicles and put their materials. Carter said he would share that. Physical Plant encourages carpooling and share best practices for where to park with construction workers.
12. Question: Are there any anticipated road closures? During the construction of IHSB, there will be short closures. Work on Donaghey Avenue with the city will affect that road. From Dave Ward to College there will be a section closed on Donaghey throughout the year and next year. College and Donaghey will get a roundabout. There will be shut downs for extended periods of time during that construction. Physical Plant will do their best to send out updates about closures; their staff meets with Conway Corp and the city every week for updates. There will be ways to get to the softball and track fields regardless of road closures. Bike lanes and bike-ped areas will also be added during construction.

#### **IV. Officer Reports**

##### A. President, Kim Klotz

1. There was no President's meeting.
2. President Klotz was introduced at the first Student Government Association (SGA) meeting and shared information with them about Staff Senate.
3. Reminder that the fiduciary responsibility of Senate is to use money given from the state and agency accounts to follow our mission. Therefore, our budget should be used to benefit staff.
4. Parliamentarian/Historian Awbrey has resigned from Staff Senate due to personal reasons. She has loved serving! Senate will have an election in New Business.

##### B. Vice President, Steven Shook

1. The Committee on Committees met. The Vice Presidents of SGA, Staff Senate, and Faculty Senate. The committee approved the official formation of the Sexual Assault and Awareness Committee and suspended the Co-Curricular Transfer Committee.
2. Vice President Shook shared a roster update and that he will be working on filling vacant positions.

##### C. Treasurer Carlos Herrera

1. No report.

##### D. Secretary, Shelby Fiegel

1. No report.

##### E. Ex Efficio, Lesley Graybeal

1. No report

#### **V. Senate Committee Reports**

##### A. Angel Bear Committee

1. The committee met last week and created a timeline. Applications will go out on October 11. The committee is going to do away with online applications and move to all paper based. They will attach a paper copy to the announcement email so staff can print and send. They will send

applications to Aramark, Housing, and Physical Plant specifically. November 8 is when the trees will go up around campus and on December 2 gifts will be due. Recipients will come pick up their gifts instead of delivering. The gifts will be in Brewer Hegeman Conference Center. Winter Feast will assist with a food drive like last year.

#### B. Basketball Committee

1. Team lead assignments have been made. The committee has scheduled a meeting with Senator Roberts to get a walk-through at Farris. Next committee meeting will be the walk-through to answer questions and get updates about any changes being made. The volunteer form is live and an email will be sent out soon.
2. There is overlap in the football and basketball season.

#### C. Football Committee

1. The committee had their first home game and it went really well. Everyone showed up to fill their volunteer spots. All games are full with alternates assigned.
2. Please share feedback with committee chairs and Senator Roberts.

#### D. Reynolds

1. The first show of the season went well. Still taking alternates for shows.

#### E. Courtesy

1. One card to send.

### **VI. University Committee Reports**

#### A. Housing Exemption Committee

1. The committee reviewed several requests and made decisions.

### **VII. Q&A**

- A. President Klotz updated the name of the “Campus Updates” section of the agenda to “Q&A.” This part of the agenda should be used for questions about different areas of campus or programs.
- B. Question: will the Student Health Center require running insurance for UCA employees? Senator Davidson shared she will check in on that issue.

- C. Question: relating to Bear Facts Day changes. The enrollment for Bear Facts Day has gone down to less students than normal. There used to be a fair for different departments to interact with students, but now there is no way for some departments to interact with students? President Klotz will check on these changes and provide updates.

### **VIII. Constituent Concerns**

- A. A concern was shared last meeting about Admissions parking at the Welcome Center and whether that would affect the current visiting student spaces near Admissions on campus. Admissions parking has always been used for students who are visiting camps. To be clear on the intent of those spaces, signage will change to reflect those spaces are for student visitors (they can be used for Financial Aid, Admissions, Advising and other core services for students going through the admissions process).
- B. Another concern was anonymously submitted via mail. There was a follow up concern about the switch from the Office of Personnel Management (OPM) to the Arkansas Division of Higher Education. Leave accrual and use is still under OPM. There is nothing as a university we can do to change that, it is determined by the legislature.

### **IX. Old Business**

- A. Discussion concerning the motion to investigate options related to supporting victims of Hurricane Dorian. Bear Boots on the Ground has requested funds in the past from Staff Senate to help staff with travel expenses to chaperone the Bear Boots on the Ground students. Staff Senate provided \$600. It was shared that Staff Senate should always donate based on support for staff members and at this time there are no programs/ideas on the table related to Hurricane Dorian and supporting staff.

### **X. New Business**

- A. A copy of the Staff Senate Committees budget proposal was sent via email to Staff Senate.
  - 1. A question regarding if Senate was interested in adding a section to include a budget for giving was discussed. Treasurer Herrera shared he would investigate this option and what was spent last year.
  - 2. Vice President Shook motioned to adopt proposed budget and Senator Isom seconded.

- a) Discussion and explanation about the budget was shared. The Staff Senate budget is not expected to be cut.
- b) Senator Jackson proposed an amendment to put \$500 in donation line item of the budget. This motion as amended to \$1500 by Secretary Fiegel based on giving last year. Senator Gayfield seconded the amended motion. Senator Jackson accepted the amendment. Vice President Shook accepted the amendments to his original motion and Senator Watson seconded. The motion carried.

B. Executive officer position election was discussed.

1. Vice President Shook motioned to nominate Senator Eslinger and she accepted. Treasurer Herrera seconded. The motion carried.

C. A Veterans Day donation was discussed.

1. The Veterans Day Committee asked for a \$500 donation (same donation as last year) to assist with activities on November 7. Campus and off campus community invited to attend.
2. Senator Hankins made the motion to donate \$500 to the Veterans Day Committee and Senator Davidson seconded. The motion carried.

D. Staff Senate meet and greet was discussed.

1. The Executive Staff proposed a taco themed meet and greet instead of the October 9 meeting. The event would last from 11 a.m. to 1 p.m. and would be a chance to meet with and ask questions about Staff Senate.
2. Senator Jackson motioned to approve the meet and greet and Senator Eslinger seconded. The motion carried.

E. Secretary Fiegel requested six cases of water to be donated to the #Fall4Outreach event on October 15. In exchange, Staff Senate would be able to share information at the information tables that the campus community can access.

1. Senator Eslinger motioned to donate six cases of water to the event and Senator Gayfeild seconded. The motion carried with Treasurer Herrera opposing the motion.

## **XI. Good and Welfare**

- A. The Student Council for Exceptional Children will be hosting a chili and soup lunch on October 16 from 11 a.m. to 1 p.m. There will also be a silent auction.

- B. All UCA staff and students have access to the Chronicle of Higher Education. There is an online backlog that you can access via the library's website under databases.
- C. Athletics reminders! Check the website for upcoming events. Senator Shock thanked IT and Physical Plant for their hard work during the weekend of September 21 - 22. They are rock stars!
- D. October 12 is the Family Day game; you can go online to buy tickets. There is a Family Day website. Reminder to faculty and staff to be careful with how you use your athletics ticket allotment; there are compliance issues to be aware of. If in violation of compliance, there could be consequences for UCA Athletics and those in violation of compliance. The way to use your tickets appropriately is to share them with your direct family and friends.
- E. Communication tool kit trainings [schedule](#) is out.

## **XII. Adjournment**

- A. President Klotz adjourned the meeting.