



December 11, 2019 Meeting Minutes

Senators Present: Ashley Isom, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Henry Smiley, Jason Cole, Jason Davis, Jennifer Day, Jocelyn Kuykendall, Kimberly Klotz, Kyana Smith, Lesley Graybeal, Melanie Watson, Michael Hopper, Nadia Eslinger, Paul Dielmann, Shelby Fiegel, Steven Shook, Susan Peterson, Thomas McDaniel, and William Baker.

Senators Absent: Angela Haynie, Angela Jackson, Ashton Hankins, Beth Adair, Hunter Roberts, Jenna Davidson, Kristin Jetts, Natalie Shock, Richard Hammond, Tabitha Hasson, and Veneta Fricks.

I. Call to Order

- A. President Klotz called Staff Senate to order at 10:00 am in Wingo Hall 315.

II. Approval of November 13, 2019 Meeting Minutes

- A. The November 13 minutes were approved electronically. Senator Smiley motioned to accept, Senator Roberts seconded. The motion passed.

III. Officer Reports

- A. President, Kim Klotz

1. Winter Feast went extremely well. Thank you to everyone who assisted. President Davis wanted to express gratitude to Staff Senate for Winter Feast and Angel Bear.
2. There have been several campus forums, board meetings, and other on campus opportunities to learn more about UCA's finances. If you have not been able to be at these meetings, please plan to attend the campus forums in the spring. They will cover in-depth information about UCA's budget and plans for the future financially. If you cannot attend, there will be one pagers describing what is covered in the meetings.

- B. Vice President, Steven Shook

1. No report.
- C. Secretary, Shelby Fiegel
1. No report.
- D. Treasurer, Carlos Herrera
1. Waiting for one person to wrap up PD.
 2. 405 tickets, \$3,236 for Angel Bear. Waiting on receipts, will have final report in January.
- E. Parliamentarian/Historian, Nadia Eslinger
1. No report.
- F. Ex Officio, Lesley Graybeal
1. No report.

IV. Senate Committee Reports

- A. Winter Feast Committee
1. Please share feedback with the committee if you have any comments, they will be meeting in January.
- B. Angel Bear Committee
1. There were 96 Angel Bears and all were adopted and taken care of.
 2. Gifts for the Angels will be picked up in BHCC on December 12 and 13.
- C. Commencement Committee
1. Still need volunteers for the last two ceremonies.
- D. Basketball Committee
1. Still need volunteers for games next week (December 16 - 20).
- E. Football Committee
1. Thank you to all the volunteers who assisted with football games this year!
- F. Professional Development
1. Met and made award decisions.

2. Encourage everyone in your office to apply next quarter!

G. Compensation Committee

1. President Davis shared information at a meeting with Staff Senate Executive Staff and Compensation Committee about the budget; all of this information will be shared at the spring 2020 campus forums.
2. The Compensation Committee will generate a report focusing on COLAs and market equity.

H. Courtesy Committee

1. Two to send across campus and send cards to retirees.

I. Employee Recognition Committee

1. The President's Office has agreed to fund the Employee of the Year awards so Staff Senate's focus can be on things like Angel Bear, Emergency Funding, etc.

V. University Committee Reports

A. Campus Diversity

1. Approved subcommittee for LGBTQ+.
2. Approved subcommittee for lactation suites.

B. Sexual Misconduct, Awareness, and Prevention Committee

1. Minutes are available [here](#).

C. Jenna Davidson is interim Title IX Coordinator

1. Retirement Benefits Advisory Committee.
2. Met and an update was provided.

VI. Campus Updates

- A. Senator Davis: he was promoted to Campus Maintenance Supervisor.
- B. Senator Roberts: there are four games over holiday break. Athletics is supporting Toys for Tots and if you donate at the game you get a discounted ticket.

VII. Constituent Concerns

- A. Email regarding holiday time; there was confusion from the original email about rolling over holiday hours. Staff Senate volunteer time needs to be used in lieu of vacation time. If you have an excess of 16 hours, your hours will still roll over to the new year.
- B. Why do Physical Plant workers have to check out keys every night and can't keep them with them all the time? Larry Lawrence shared that those keys open every door on campus and there is a safety concern and financial concern if they were to be lost.
- C. Can part time employees receive discounted parking permits? Chief Merguie shared that they do provide a discount because you can pay monthly for a part time permit.
- D. How do you pay for fines on campus? You cannot pay at the Police Department. You can pay by credit or debit card online (you will be charged a 1.75% fee) and you can pay in cash or by check in Student Accounts. If you need a computer there are kiosks in the Student Center and computers you can use in the Student Accounts Office.
- E. How are decisions made for new hires; can someone just be moved to a new position? No matter if it is an internal or external position, it must be posted on the university's job board for five days.

VIII. Old Business

IX. New Business

- A. Staff Senate should have name tags to wear during big events. Vice President Shook motioned to have name tags for every Staff Senator and Senator McDaniel seconded. Discussion ensued. Motion carried.

X. Good and Welfare

- A. President Klotz: Reminder that on December 15 4 - 7 p.m. Student Holiday Dinner in McCastlain Ballroom.
- B. Senator Isom: The library gave away many items through the warming tree. Thank you for your contributions! They will continue to do the warming tree in the spring semester.
- C. Senator Preten: Sandra Ott is the new Director of Student Accounts. Taylor Ingram has been hired as a cashier.
- D. Senator Shook: we have one spot still available on Staff Senate.

XI. Adjournment

- A. Senator Littleton motioned to adjourn and Vice President Shook seconded. The meeting adjourned at 10:44 a.m.