



Regular Meeting Agenda
Wednesday, November 13th, 2019 in Wingo 315

Senators Present: Angela Haynie, Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Beth Adair, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Henry Smiley, Hunter Roberts, Jason Cole, Jason Davis, Jennifer Day, Jocelyn Kuykendall, Kimberly Klotz, Kristin Jetts, Kyana Smith, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shelby Fiegel, Susan Peterson, and William Baker.

Senators Absent: Jenna Davidson, Lesley Graybeal, Steven Shook, Tabitha Hasson, Thomas McDaniel, and Veneta Fricks.

I. Call to Order

II. Acknowledgment of the October 30, 2019 minutes. Updates were made to the Senators present. Secretary Fiegel motioned to approve, Senator Jetts seconded. The minutes were approved.

III. Officer Reports

A. President, Kim Klotz

1. President Klotz introduced two new Staff Senators, Henry Smiley and Jocelyn Kuykendall. Senator Kuykendall works in Housing and Residence Life, and has served on Senate previously. Senator Smiley is an Education Counselor for the Occupational Therapy Department. He returned to UCA after a career of teaching English.
2. An email will be sent about the President's Holiday Dinner for all Senates (Staff, Faculty, and SGA). It will be held on December 3 from 6:00 p.m. to 7:30 p.m. at the President's House. Senator's may bring a guest and it is a drop-by the event.
3. Winter Feast coming up soon! Winter Feast and Angel Bear committees are working hard. There was a good turn out for ticket sales.
 - a) You must buy a ticket if you are eating and want to be eligible for door prizes.

- b) Please get door prizes for Winter Feast, ask local businesses and if you want to personally donate please do so. President Klotz will send out a letter on behalf of Senate to give to vendors.
4. There have been many questions about holiday time and Staff Senate events. Staff Senate events are **only for accruing holiday time and the time accrued can not be used for anything except the holiday break.** Hours are not input instantaneously; they must be manually updated by Staff Senate and Human Resources. They are typically updated once a month. All events worked by December 19, 2019 can be utilized to accrue holiday time for this year's break.
5. Please remind your constituents that pay checks will go out as normal in December (on the 15th and the last day of the month).

B. Vice President, Steven Shook

1. Absent

C. Treasurer, Carlos Herrera

1. Employee of the Quarter nametag and car magnets were purchased.
2. Winter Feast: Sold 346 out of 450 tickets on the first day. The money was deposited into the Foundation. More decor was brought to supplement the increased ticket sales. Tickets are still for sale if you need one.
3. Angel Bear: Gift bags and supplies were bought, reimbursement check should be cut today.
4. Professional Development: Quarter I reimbursements have all been completed; roughly half of Quarter II have been completed.
5. Scholarship: Fall scholarships have been paid from the Foundation.
6. Emergency Fund: Applicant #2 has been received and paid, current balance is \$2,051.09.
7. General Staff Senate updates: The Meet and Greet food has been paid; Advancement will be donating a small amount towards Winter Feast and Angel Bear again this year. We are currently collecting money from Faculty Senate, SGA, the Provost and President's Office for the Student Holiday Dinner. The roughly \$1,265 for the food to be split 5 ways (282.50 each).
8. General practices for Committee Chairs: For committees that need supplies, decor, gifts, ect., there are a few ways to go about getting those

materials. You can buy the materials with cash, check, credit, or debit card and turn in you a receipt for reimbursement. If you do not feel comfortable doing that, there are other people on the committees and Executive Staff that have the capability and willingness to pay. If you have an invoice or estimate, you can request a check from the Foundation that can be made out to the vendor; you just have to turn in the itemized receipt ASAP, as well as any unused money. The Foundation does a check run every Wednesday and Accounts Payable does a check run on Tuesdays and Fridays (Agency Account).

D. Secretary, Shelby Fiegel

1. No Report

E. Parliamentarian/Historian, Nadia Eslinger

1. No Report

F. Ex Officio, Lesley Graybeal

1. Absent

IV. Senate Committee Reports

A. Angel Bear Committee

1. The committee met last Wednesday and assembled all the tags to go on trees. All the trees are up and ready for adoption.
 - a) 96 angels are up for adoption. Trees will be up until Thanksgiving break.
 - b) Gifts are due by Monday, December 2. Please spend at least \$50 for each angel.
 - c) This year everyone will need to come pick up gifts and food boxes from Brewer-Hegeman Conference Center, room 114.

B. Winter Feast Committee

1. Recommendation to sell tickets until Thanksgiving break; tickets are \$8.

C. Courtesy Committee

1. Sent two cards. Send four cards.

V. University Committee Reports

A. Strategic Planning Committee (SPC)

1. Dr. Jonathan Glenn provided the committee with guidance about the expectations for the strategic plan refresh process. The committee members have been assigned to subcommittees, with one subcommittee for each of the previous strategic plan goals 1-3. Subcommittees reported on their progress so far; two of three have already met once. The committee's goal is to seek campus wide feedback on a refreshed strategic plan in the spring semester.

B. Committee on Committees:

1. Will meet tomorrow.

VI. Q&A

- A. No Report

VII. Constituent Concerns

- A. It was suggested that it may be better for traffic flow to close the first entrance Win Thompson parking lot.
- B. President Klotz is going through concerns submitted about parking; especially students parking in faculty/staff spots.
- C. President Klotz is also investigating other concerns that are Human Resource matters concerning title changes, new hires, and how decisions are made.
- D. There was also a concern about trees around Western Avenue being removed. The President said that they are cognizant of the trees and will continue to make sure that trees go unharmed when they can. There are plans to replant trees when construction is finished.

VIII. Old Business

- A. No report.

IX. New Business

- A. There was discussion surrounding the November 27 meeting for Staff Senate. Even though campus will be open, Senate discussed cancelling the meeting due to potential lack of attendance. Secretary Fiegel motioned to cancel the meeting and Senator Watson seconded. The motion carried.
- B. Senate discussed the Holiday Dinner funding. Senator Adair motioned to donate \$282.50 towards dinner (equally split between the Provost and President's Office,

SGA, Faculty Senate, and Staff Senate) and Senator Hammond seconded. The motion carried.

X. Good and Welfare

- A. Senator Watson: Camps roll out was last week. Camps on campus need to follow certain procedures. The email went out last week to invite staff and faculty to a training on campus. There will be another information session on Friday. Reach out to Autumn Ballard in Outreach Conference Services for more information.
- B. Senator Isom: The warming tree went up early in the library; by 2:00 p.m. everything was gone! Please donate gloves, scarves, and hats. Bring them to the front in the library or if you want to donate money you can also support students that way.
- C. Senator Jetts: Stress Less for Success week will be December 2 - 5. Events will be held every day. They are partnering with Massage Envy for free massages in Student Center lobby for students.
- D. Senator Kuykendall: Residence Halls will close over Christmas break at noon on December 15. There will be an application online for students to fill out to get permission to stay. Apartments and Donaghey Hall will stay open.
- E. Senator Hammond: The HPER will close over the whole holiday break since Christmas is in the middle of the week. No access over break.
- F. Senator Shock: Check out the latest Athletic events at www.ucasports.com/. Jenny Jones, the head volleyball coach, resigned and Athletics will be hiring a new coach soon.
- G. Senator Roberts: There is a football game on Saturday. UCA could have a playoff game and if so the tickets will be discounted to \$10 for Faculty and Staff and \$35 reserved tickets. Student tickets will be \$5. Veterans, current Military, EMT, Firefighters get free admission with uniform or ID card to the last home game (for family too, up to six tickets).
- H. Senator Peten: There is a new Director in student accounts, Sandra Ott.
- I. Senator Gayfield: Tomorrow is the last day for open enrollment.
- J. Senator Adair: The last tailgate of the season will be with Stobys. Alumni Association members are free and it's \$5 for everyone else.

XI. Adjournment

- A. President Klotz adjourned the meeting.