



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

STAFF
SENATE

Regular Meeting Agenda
Wednesday, October 30, 2019 in Wingo 315

Senators Present: Angela Haynie, Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Hunter Roberts, Jason Cole, Jason Davis, Jenna Davidson, Jennifer Day, Kimberly Klotz, Kristin Jetts, Kyana Smith, Lesley Graybeal, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Thomas McDaniel, Veneta Fricks, and William Baker.

Senators Absent: Beth Adair and Carlos Herrera

- I. Call to Order**
- II. Acknowledgment that the September 25, 2019 meeting minutes were approved electronically.**
- III. The meeting was suspended for guests.**
 - A. Dr. Angela Webster, Associate VP for Institutional Diversity and Inclusion
 1. Dr. Webster shared updates on inclusion and diversity activities on campus.
 2. There is a new LGBTQ sub-committee that has been tasked with examining issues across campus.
 3. The office of Institutional Diversity is year 4 of the Committed to Diversity Award and year 3 of making UCA a Latino Destination Campus.
 4. Updated information from campus departments as a part of the Diversity Strategic plan report are due by November 15.
 - a) In 2018, out of the three main focuses, Recruitment & Retention, Support, and Knowledge, Knowledge was the most reported across campus. Thirty different units on campus submitted activities and 104 activities were submitted.
 - b) The focus this year is on marketing the plan and the importance of participation. They are seeking more representation from the entire campus in the report.

5. You can learn more about the Diversity and Inclusion Grant Program at:
<https://uca.edu/diversity/institutional-diversity-grant-program/>
 - a) Awards are typically up to \$250. RSOs may apply for up to \$100.
 - b) Applications are due by February 15, 2020.
6. Learn more at <https://uca.edu/diversity/>

B. Dr. Kevin Thomas, Associate VP for Enrollment Management

1. Developing program to refer students to UCA. Met with students early in the recruitment process. New Welcome Center; anyone can come and tour the Welcome Center. Invited Deans to go on the tour to provide feedback and insights; one suggestion was to focus on not only students, but on parents also because one day they could potentially be a student.
2. Question: how is enrollment doing? Taking a holistic approach. Looking at enrollment not only from an Admissions standpoint, but campus-wide; including retention, support, recruitment, and graduation. Retention rates are currently at 75% and UCA is looking to grow that number.
3. Question: how are we doing for next year? We are doing well. Made a partnership with EAB to follow enrollment numbers. All indications are up, but will keep an eye on the numbers.
4. Question: do we have a rebuttal to the 870 plan from Arkansas State? UCA is looking into what we can offer; wants to be smart as an institution and fiscally responsible in our decision making.
5. Question: are you a lead for the council for student success? Yes, with Dr. Kurt Boniecki. Looks at innovative, high impact practices. Putting everything we do in student success in one conversation and share with the UCA community. Wants to start sharing success stories and evaluate what we are currently doing.

C. Joy Ritchy Reynolds, Director of Sponsored Programs

1. New role on campus. Charged with raising grant writing culture and external funding.
2. Please reach out if you want to discuss potential grants. Don't have to have an idea in mind.
3. Oversees compliance, Torreyson West offices.

4. Planned professional development opportunities (can join mailing list to learn more).
5. Wants to know what everyone is working on so she can create connections.
6. Hiring the first ever post award specialist in Sponsored Programs. Helping make sure grants are managed and closed out correctly.
7. Change perception of Sponsored Programs, wants everyone to see the office as extremely customer friendly and helpful.
8. Learn more at <https://uca.edu/sponsoredprograms/>

IV. Officer Reports

A. President, Kim Klotz

1. President's meeting:
 - a) Next campus talk will be on an update for the retirement plan.
 - b) The committee on committees is moving forward.
 - c) SGA is working on veterans services. There will be an event on nov 7 for the veterans day celebration. Food for Fines program, instead of paying small parking ticket would be able to donate to the food pantry. Gender neutral housing. LGBTQ advocate position.
 - d) Faculty Senate wants to search for a new vendor for online training. Please review Faculty Senate minutes for more information.
 - (1) Online training is mandatory and affects funding. *update with information.
2. Chairs please send rosters of volunteers to Kim to submit to HR. They need to go in for Holiday Time.

B. Vice President, Steven Shook

1. New Staff Senator will be Henry Smiley. Meeting with two potential Senators over coffee.
2. Question: if we haven't been emailed for Staff Senate committees what should we do? Probably have not met yet.

C. Treasurer Carlos Herrera

1. No report.

D. Secretary, Shelby Fiegel

1. No report.

E. Parliamentarian/Historian, Nadia Eslinger

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

V. Senate Committee Reports

A. Emergency Fund Committee

1. One request to review.

B. Football Committee

1. Had a lot of people back out for the Homecoming game; ran through alternate list. Reminder that Staff Senate gets its funding for programs through volunteers!

C. Professional Development Committee

1. Sending out call for requests.

D. Employee Recognition

1. John Kepke was awarded EOQ.

E. Winter Feast Committee

1. Will be meeting soon to discuss tickets and the event.

F. Angel Bear Committee

1. Is receiving applications for Angel Bear. Deadline is this Friday (11/1/19) and trees across campus will go up soon.

G. Basketball Committee

1. Call for volunteers has been sent out.

H. Courtesy Committee

1. One card sent and one card to send.

VI. University Committee Reports

A. Commencement Committee

1. May have security and metal detectors at commencement, but will not happen this year.
2. Could potentially request Staff Senate volunteers stay the whole time to help filter people out of the ceremony.
3. Discussion of changes is ongoing and comments should be sent to Chair Veneta Fricks.

B. S.E.E.D. Committee

1. Thermostat limits in residence halls 69 and 74 degree limits. This will create a 2% decrease in energy costs. Requests that campus follows those guidelines.
2. Discussed a lack of education about recycling over campus. Green bags go to recycling and black bags go to trash. Keep recycling bags in your offices and encourage your coworkers to utilize them.

C. Student Success Committee

1. Subcommittees have been formed. Staff Senate will be on a rotating basis on the committee.

D. Environmental Health and Safety

1. Do not use space heaters; only Cozy heaters (<https://www.cozyproducts.com/>). If a fire catches by use of a non authorized heater, UCA will be held responsible and would not be able to claim insurance coverage.

E. Retirement Advisory Committee

1. Went over new funds that will be available. The third party vendor suggested funds based on highest ratings and greatest returns.

F. Committee on Committees

1. Health and Wellness Committee
 - a) Dr. Cathy Carroll and Dr. Natalie Benefield have been appointed.

2. Diversity Advisory Committee

- a) Shelley Conner appointed. Needs two additional nominees from select colleges.

3. Sustainable Design Committee

- a) Duncan McKinnion appointed.

VII. Q&A

- A. When did open enrollment start? Contact Human Resources.
- B. BeWell screenings - when will the results of the last screening be in? Please check with Dr. Landry. You can also ask Graham Gillis if you have questions.
- C. Phase one of voiceover roll-out will begin November 18. 400+ phones will be replaced.
- D. Who is in charge of the new motto signs? Please contact the Chief of Staff, Amy Whitehead, for more information.
- E. Why are university training courses mandatory? University training courses are often mandated by the federal government. Requiring employees to complete trainings such as Title IX maintains university compliance, which can prevent serious repercussions such as fines and loss of funding. Trainings also assist with risk management and liability issues.

VIII. Constituent Concerns

- A. A concern was shared regarding leave time for classified employees (accrues through Office of Personnel Management and is less than what would be accrued through Office of Higher Education). Legislators control how leave time is accrued; the university can not change leave time accrual.
- B. Mature trees being cut down during construction. What is being done? Physical Plant will provide an update.
- C. Holiday time is what is accrued through Staff Senate volunteering, NOT comp time. You can only use 16 hours per year and only during the two days during the UCA holiday break. Any excess hours you have will roll over.
- D. At the last home game faculty/staff free tickets were being abused; this benefit was being used to give away and sell tickets to people who are not faculty/staff or associated with faculty/staff. Please only use free tickets for yourself and your family.
 - 1. Remember there is a clear bag policy for all athletic events.

IX. Old Business

A. No report.

X. New Business

A. No report.

XI. Good and Welfare

- A. Senator Isom: donations at Torreyson to create hats, scarves, and gloves are still being accepted to keep UCA students warm this winter.
- B. Senator Shock: football is 1st in conference and 9th in the country. Southland Cross Country meet is being hosted this weekend at Beaver Fork Lake. Special Olympics will be hosting an event on Friday at 5 p.m. (11/1/19). The Southland Conference tournament for women's soccer will be from Wednesday to Sunday. Women's basketball opens against Hendrix. Learn more on the Athletics website at: <https://uca.edu/athletics/>
- C. Senator Hankins: The Locals is hosting a learn to home brew event at Zaza's. November will kick off movie night with The Locals. Tickets are \$5 each or \$15 for the whole season; it will include popcorn and a drink. Hosted at the Brick Room. Learn more at: <https://www.thelocals.be/>

XII. Adjournment

- A. Secretary Fiegel made a motion to adjourn and Vice President Shook seconded.