



April 8, 2020 Meeting Minutes

Senators Present: Angela Haynie, Angela Jackson, Audreka Peten, Ashley Isom, Ashton Hankins, Beth Adair, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Henry Smiley, Hunter Roberts, Jason Cole, Kimberly Klotz, Kristin Jetts, Lesley Graybeal, Melanie Watson, Nadia Eslinger, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Tabitha Hasson, Tachia Awbrey, and William Baker.

Senators Absent: Jason Davis, Jenna Davidson, Jennifer Day, Kyana Smith, Michael Hopper, Natalie Shock, Paul Dielmann, Thomas McDaniel, and Veneta Fricks.

I. Call to Order

- A. President Klotz called the Staff Senate to order at 10:00 am via Zoom.

II. Approval of March 11, 2020 Meeting Minutes

- A. The minutes from the March, 2020 meeting were reviewed. Senator Peterson motioned to approve and Vice President Shook seconded. The minutes were approved.

III. Officer Reports

- A. President, Kim Klotz

1. If there is a specific issue that needs to be shared with the President or Chief of Staff, please share with President Klotz.
2. There is a web page that shares resources for staff on the Staff Senate website. You can access the web page here:
<https://uca.edu/staffsenate/staff-senate-professional-development-and-community-resources/>
 - a) Academic Impressions is live, and all staff can use it for professional development opportunities. If someone needs print access to Academic Impressions or has questions, please send them to President Klotz.

- b) Staff Senate is providing StrengthsQuest codes to individuals or departments. Vice President Shook is hosting virtual trainings. There are 115 codes available for use. Charlotte Strickland will also be hosting training events on Zoom and Blackboard.
- c) There are Professional Development funds available for online training. Many of these funds were leftover from Quarter 4 because many conferences in this quarter were unfortunately cancelled. Any staff member can apply for online training opportunities under \$500. Requests will be approved on a rolling basis. Apply here:
<https://uca.edu/staffsenate/online-professional-development-funding-form/>
 - (1) Staff Senate suggests utilizing [Ed2Go](#) since it is offered through UCA Outreach, but staff can apply for funding for any course online.
 - (2) Note: Staff Senate will not purchase a class directly from a vendor. The requesting department must pay for the course and then the cost will be reimbursed from Staff Senate; this process is normally very fast.
- d) Another resource is Foundation grants for staff. The deadline for the Foundation grants has been extended to April 13. Applications will be reviewed on a rolling basis. Funds are available for staff members who are working remotely while they continue and develop programming for UCA community members. This can include hardware, like webcams, or programs that can aid in these opportunities. Apply here:
<https://uca.edu/staffsenate/uca-foundation-staff-grant-application-form/>
- e) If you have any suggestions for other community resources not listed currently on the web page, please share with the Staff Senate Executive Committee.

B. Vice President, Steven Shook

1. Election information went out this morning (April 8). Please encourage staff to vote.
2. Vice President Shook created an additional contact sheet for Staff Senators to share contact information as they work from home.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Carlos Herrera

1. 125500 (Regular Account)

- a) PO for Adam's Catfish was created for \$2500 but the Purchase Order has been closed because the picnic has been cancelled. The initial budget transfer of \$10,000 from the President's Office has been sent back.
- b) Paid \$1,500 to the Center for Leadership Development index for the StrengthsQuest Codes. Senate will reimburse from the Staff Senate Enhancement Fund (Account 1054) when we can make deposits again.

2. 125501 (Professional Development)

- a) Still waiting on three people in Quarter 3 to wrap up; Quarter 4 has been awarded but some conferences have been cancelled so that will affect awards.

3. 150042 (Continuing Fund)

- a) Academic Impressions requisition was created, waiting on PO to be created. Costs will be \$24,000.

4. 810013 (Agency)

- a) Currently waiting on Reynolds fund (\$2,565) to be transferred. Basketball will be sent soon (\$5,220).

E. Parliamentarian/Historian, Nadia Eslinger

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

IV. Senate Committee Report/Highlights

A. Employee Recognition Committee

1. The committee has received nominations, but the process has been on hold due to COVID-19.
2. President Klotz is visiting with the Chief of Staff to get more information on next steps since the Service Awards have been cancelled.

B. Compensation Committee

1. The committee met virtually and went over notes from the previous meeting. The committee will develop a memo that shares the committees top priorities.

C. Spring Picnic Committee

1. Due to COVID-19 threat, all March, April, May, and June events are cancelled. Therefore, the Spring Picnic on April 24 will be cancelled. The committee will consider alternatives to potentially host the picnic at a later date when we return to campus.

D. Courtesy Committee

1. Will send two cards.

V. University Committee Reports

A. Strategic Planning Committee

1. This committee is on hold due to COVID-19.

VI. Campus Q&A

- A. No report.

VII. Constituent Concerns

- A. No report.

VIII. Old Business

- A. No report.

IX. New Business

- A. No report.

X. Good and Welfare

- A. Vice President Shook: The Center for Leadership Development and University Training will host a three part series for students on the three C's (Character, Calm, and Continuing forward). They will also be hosting a student trivia night on Thursdays. Vice President Shook will send a flyer out with information. April 13 - 24 will be when Staff Senate elections are held.
- B. Senator Jackson: The Office of Diversity is going to coordinate a virtual graduation celebration via Zoom on Thursday, April 23.
- C. Senator Hammond: HPER is coordinating virtual workouts. A schedule will be sent soon.
- D. Senator Hankins: College of Education is sharing AMI information online.
- E. Senator Adair: The Foundation is establishing an emergency fund for students. uca.edu/give will be the link. Share student concerns and issues with UCA leadership.
- F. Senator Roberts: Basketball will be sending their volunteer money to the Staff Senate. He shared his appreciation for volunteer roles and support during the football and basketball seasons.
- G. Ex Officio Graybeal: There are virtual/remote volunteer opportunities listed at uca.edu/volunteer/

XI. Adjournment

- A. Treasurer Herrera motioned to adjourn and Senator Hankins seconded. Motion carried.