



February 26, 2020 Meeting Minutes

Senators Present: Ashley Isom, Ashton Hankins, Beth Adair, Carlos Herrera, Dierre Littleton, Deloise Mowdy, Elizabeth Gayfield, Hunter Roberts, Henry Smiley, Jason Cole, Jason Davis, Jennifer Day, Jocelyn Kuykendall, 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, Tachia Awbrey, Thomas McDaniel, and William Baker.

Senators Absent: Angela Haynie, Angela Jackson, Audreka Peten, Jenna Davidson, and Veneta Fricks.

I. Call to Order

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

II. Approval of February 12, 2020 Meeting Minutes

- A. The minutes from the February 12, 2020 meeting were approved via email.

III. Guests - Shelly Vangsenes, Office of Student Success, and Amber Wilson, UCA Library

- A. Vangsenes shared information about free online professional development training opportunities for faculty, staff, and students through [Go2Knowledge](#) and Innovative Educators.
 - 1. Go2Knowledge has free webinars and live streaming events on demand for a variety of higher education topics.
 - 2. You can access Go2Knowledge through MyUCA.
 - 3. There are options available in Spanish.
- B. Wilson shared information about the Census 2020 and what students in particular need to know to prepare for the Census.

1. You can find more information and materials about Census 2020 at www.uca.libguides.com/2020Census
2. Students are considered a hard to count population.
3. On April 1, 2020, wherever you go to sleep is where you should be counted; students living on campus will be automatically counted, students living at home with their parents should be counted by their parents, and students that live in off-campus housing need to count themselves and their household if living with roommates.
4. You can refer questions about the Census from the UCA community to the UCA Library.
5. The Census count will begin on April 1, 2020 and the deadline will be July 31, 2020.

IV. Officer Reports

A. President, Kim Klotz

1. No report.

B. Vice President, Steven Shook

1. Staff Senate will be conducting elections in April; if you are interested in running for Staff Senate, please fill out a nomination form.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Carlos Herrera

1. The Holiday Dinner reimbursement from the Faculty Senate was received.

E. Parliamentarian/Historian, Nadia Eslinger

1. No report.

F. Ex Officio, Lesley Graybeal

1. No report.

V. Senate Committee Report/Highlights

A. Courtesy Committee

1. The committee will send out one card.
- B. Spring Picnic Committee
1. A call for volunteers will come out soon from the committee.
 2. The contestants for the pie-in-the face fundraiser are almost all confirmed.
- C. Professional Development Committee
1. Applications for funding for Quarter 4 have been received and will be awarded soon.
- D. Scholarship Committee
1. Applications will close March 13. The committee will score the applications with a rubric.

VI. University Committee Reports

- A. Strategic Planning Committee
1. Soon materials from the committee will be shared with campus for feedback. Three of the university's goals have been reworked in the subcommittees. The plan will be reviewed by campus and then will go to the Board of Trustees after the feedback period. If you have questions, please contact Dr. Glen.
- B. Council for Student Success Committee
1. UCA is doing well under the new funding model from the Department of Higher Education. Under the new model, UCA is compared to itself year to year on improvements it makes in various areas.
- C. Institutional Grants and Diversity Committee
1. There were nine applications and all got funding.

VII. Campus Q&A

- A. Senator Roberts requested more information about Handshake. It was shared that the Bears4Hire job board utilizes Handshake. You can learn more at this [link](#).

VIII. Constituent Concerns

- A. A concern was shared that there is no comment area on the ROI website; this will be shared with the administration and updated.
- B. A concern was raised about construction workers parking in UCA parking spots. The UCA Police Department can't do much about this issue, but Physical Plant has shared parking best practices with the workers. A reminder will be shared with them.
- C. A concern was shared that [Open Checkbook](#) does not have a valid email address to submit questions. President Klotz shared she would contact Jeremy Bruner to get this amended.
- D. Concerns were shared about the updates to the Purchase Justification forms and more clarity was requested on what needs a form and what does not. A suggestion to look into electronic signatures was also requested. President Klotz shared she would relay these concerns to Purchasing.

IX. Old Business

- A. No report.

X. New Business

- A. Staff Senate has access to \$5,000 in grant funding from the UCA Foundation to utilize for the betterment of staff. Staff Senate Executive Staff suggested this funding be used similarly to Faculty Senate grants, to be used for seed money for programs or research to benefit staff members. Staff Senate needed to make a decision about how to handle the process for awarding the funding.
 - 1. Secretary Fiegel motioned for Senate to receive the \$5,000 in grant funding and create a new Staff Senate committee to award the funding. Vice President Shook seconded.
 - a) Discussion ensued and concerns were voiced about creating a new committee so late into the year. The Professional Development committee was suggested as an avenue for awarding the funding, but that also led to concerns about the committee's work load. President Klotz suggested Executive Staff and a group of volunteers award the funding for 2019-2020 and Senate can decide on a permanent process in 2020-2021.
 - b) Parliamentarian/Historian Eslinger amended the motion to create a new committee to award the funding to state that Executive Staff and volunteers award the funding for 2019-2020. Senator Watson seconded.

- c) Secretary Fiegel accepted the amendment. The new motion read that Staff Senate would receive the \$5,000 in grant funding and Executive Staff and volunteers would award the funding for 2019-2020. Vice President Shook seconded the amended motion. The motion passed.

XI. Good and Welfare

- A. Senator Hammond: Sign up for the faculty/staff golf tournament. Contact Senator Hammond for more information.
- B. Secretary Fiegel: Reminder that UCA faculty, staff, and students can attend CDI 2020 for 50% off (\$300). Register today!
- C. Senator Jetts: UCA BeWell and Student Wellness issued a Healthy Meeting Guide.
- D. Parliamentarian/Historian Eslinger: the First Generation Scholars Society is having a fundraiser. You can buy a pizza card to get one, get one free pizzas at Domino's all year. Contact Student Success for more details.
- E. Ex Officio Graybeal: The Big Event is still looking for volunteers. Contact Ex Officio Graybeal for more details.

XII. Adjournment

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