



March 11, 2020 Meeting Minutes

Senators Present: Angela Jackson, Ashley Isom, Ashton Hankins, Audreka Peten, Carlos Herrera, Deloise Mowdy, Elizabeth Gayfield, Hunter Roberts, Jason Cole, Jason Davis, Jennifer Day, Jocelyn Kuykendall, Kimberly Klotz, Kristin Jetts, Kyana Smith, Lesley Graybeal, Melanie Watson, Michael Hopper, Nadia Eslinger, Richard Hammond, and Susan Peterson.

Senators Absent: Angela Haynie, Beth Adair, Dierre Littleton, Henry Smiley, Jenna Davidson, Natalie Shock, Paul Dielmann, Shelby Fiegel, Steven Shook, Tabitha Hasson, Tachia Awbrey, Thomas McDaniel, Veneta Fricks, and William Baker.

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 26, 2020 meeting were reviewed. Senator Hankins motioned to approve and Senator Davis seconded. The minutes were approved.

III. Officer Reports

- A. President, Kim Klotz
 - 1. COVID-19 emails are being sent out to campus, please refer to those emails for more information. The UCA website also provides more information. More meetings are happening at the administration level to continue to make decisions regarding campus. No information has been shared about campus closing, but plans are being made for all possible scenarios. Questions will be passed up to the Chief of Staff, Provost, and Vice Presidents.
 - a) Question: What about staff that are positive for COVID-19, will that be paid leave?
 - b) Questions: if the university does close, what about food services?

2. The UCA Foundation grant is live. The deadline to apply is April 6. If you apply, please make sure you are aware of fiscal year deadlines.
 - a) Question: How often will we be doing the UCA Foundation grants? Grants will be awarded twice a semester modeling after Faculty Grants. President Klotz will send out an email in regards to the new committee and coordinate with Vice President Shook.
3. Employee Service Awards were scheduled for April 14, but will be postponed. Plans are still being made concerning Employee of the Year for Classified staff. The Employee Recognition Committee is coming up with alternatives for awarding both Non-Classified and Classified staff for EOY. If you have thoughts or alternative ideas for awards, let President Klotz or the Employee Recognition Committee know.
4. The Town Hall scheduled for March 19 (not ROI) will be held during X-period.
5. Staff Senate elections nomination forms are live. Nominate someone today! Nominations end on March 30.

B. Vice President, Steven Shook

1. No report.

C. Secretary, Shelby Fiegel

1. No report.

D. Treasurer, Carlos Herrera

1. No report.

E. Parliamentarian/Historian, Nadia Eslinger

1. Reminder that there will be a Staff Senate Meet and Greet Friday, March 13 from 11 a.m.-1 p.m. in the Mirror Room.

F. Ex Officio, Lesley Graybeal

1. No report.

IV. Senate Committee Report/Highlights

A. Employee Recognition Committee

1. Will meet soon to start the EOY process.

B. Courtesy Committee

1. The committee will send out one card.

C. 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.

D. Professional Development Committee

1. Met on Monday, March 9 and awarded over \$27,000 for Quarter 4.
2. Question: What about travel that could not be completed due to conferences being cancelled? Would the department be liable to cover the costs or would they be able to still get a professional reimbursement? They would still get reimbursement.

E. Safety Committee

1. Met on March 5 to discuss what has been fixed and what hasn't.
2. The committee is trying to replace lighting, but will not be able to complete all lighting replacements due to lack of budget.
3. There are some trails towards Erbach that they are looking at adding lighting to, but some of these places are not near electric sources.
4. Safety in parking lots is a concern, may look to add speed bumps but may not due to wear and tear to vehicles.
5. Revamping Brake for Bears with different locations.
6. The committee put more reflective beams on the crosswalks for visibility.
7. Between Wingo and McCastlain the committee is looking to add more parking for delivery drivers.

F. Retirement Advisory Committee

1. Campus will be receiving some mail soon about TIAA with updates. Fee structure will be different with annuities. Human Resources will send out more information.

V. University Committee Reports

- A. No report.

VI. Campus Q&A

- A. No report.

VII. Constituent Concerns

- A. Concern from Academic Affairs: the concern was requesting evaluations for Deans from the staff, currently only evaluations are sent concerning faculty.
 - 1. This prompted a concern about evaluations for Classified staff to evaluate the head of their departments.
- B. Update from previous concern about Justification Forms: Furniture has been added, and has been added to track what is being purchased for tracking records. Blanket justifications are not banned but are approved on a case-by-case basis from your supervisor.
- C. Update from previous concern about Docusign/Image Phasing/electronic signatures: Purchasing is currently working on contract docusigning.

VIII. Old Business

- A. No report.

IX. New Business

- A. No report.

X. Good and Welfare

- A. Senator Hammond: Sign up for the faculty/staff golf tournament on May 4. Information is available on the HPER website. Contact Senator Hammond for more information.
- B. Senator Hankins: Registration is open for Cubs Code on May 9 for 4th and 5th graders. The cost is \$20 per registration.
- C. Senator Jetts: Financial Wellness Workshop series will start on April 2 (Adulting 101) budgeting tips and survival tips for the real world. Targeting outgoing seniors but open to all. This is a preview series that will happen next academic year. Find more information on CubHub, UCA Inform, and CubConnect.

XI. Adjournment

- A. Parliamentarian/Historian Eslinger motioned to adjourn and Senator Hammond seconded. Motion carried.