



October 28, 2020

Meeting Minutes

Senators Present: Angela Haynie, Angela Jackson, Ashley Isom, Audreka Peten, Carlos Herrera, Deloise Mowdy, Dierre Littleton, Elizabeth Gayfield, Garth Clayborn, Gunnar Bartlett, Henry Smiley, Jason Cole, Jason Davis, Jennifer Day, Kimberly Klotz, Kristin Jetts, Kyana Smith, Lynetta Morris, Maree Herring, Melanie Watson, Michael Hopper, Nadia Eslinger, Natalie Shock, Paul Dielmann, Richard Hammond, Shelby Fiegel, Steven Shook, Susan Peterson, Taylor Ingram, Thomas McDaniel

Senators Absent: Hunter Roberts, Julia Robison, Shad Foley

I. Call to Order

- A. President Shook called the Staff Senate to order at 10:00 a.m. on Zoom.

II. Approval of October 14, 2020 Meeting Minutes

- A. The minutes from the October 14, 2020 meeting were reviewed via email and approved electronically.

III. Guest Speaker - Larry Lawrence

- A. Larry Lawrence answered questions presented by Staff Senate.

- 1. **Why does it sometimes take so long for retired items to be picked up? Should we be placing these items in the hallways?**

In normal, pre-COVID times we had five people moving retired and transferred items, not including moving items for events. Now they have a reduced staff and there are only two people working in that department. They do work on Saturday's and sometimes can pull people from other departments. They are getting to stuff as quickly as they can, but never put things in the hallways because they could be in violation of fire codes.

2. Who is responsible for opening and closing the buildings? In particular non-teaching buildings. Can a request be made to lock non-teaching buildings earlier than the norm?

Some buildings require a physical key and those buildings are generally opened and closed by the custodial staff. Other buildings require card access and the lock shop programs those buildings to lock and unlock at specific times. Some of the non-teaching buildings are opened and closed by the people who work in those buildings. Residence halls are always locked and only open with key card access.

3. Are key requests going to be put online anytime soon?

I won't say that they will never be online as there is a possibility that it could be a thing someday. Having the carbon copy has been very useful for the key process. Moving to an online system won't be soon, but we will look in it.

4. Why isn't the Physical Plant website like all the other departments on campus, showing the people that work there and a phone number on how they can be reached? Can this be added?

The managers have pictures with their phone numbers, but not everyone is included because of the amount of people who work in the department. Also, most of the people who are not pictured are constantly on the move and often share work phones.

5. What updates do you have regarding the S.E.E.D. committee?

The committee meets a few times a year. There is technically not a budget for this committee, but they receive funding for projects through the campus. They have added solar lighting along the Stone Dam Creek walking trail and have added solar heating to the cafeteria. Additionally, they research what chemicals are used on the lawns and work to ensure that our campus is as eco friendly as possible. [S.E.E.D. Committee Minutes](#)

6. Who do we contact to request outside lighting where it is desperately needed as a safety issue?

If you need anything, contact Larry via email. There is a night crew that comes out at night and looks to see if any lighting is out. We also are

wanting to get funding for LED lights as they have to replace them less frequently.

7. Are we going to create a process that lets a person who has created a work request know when an order will be completed and once it has been completed?

We currently use a system called Mainsaver as an online way to submit the requests. There is a way to look at the status of the job, but things are moving slower as we are down a lot of staff members. As always we will look at ways to improve the process.

8. A senator had a coworker ask if they can take the carpet out of their office and put in vinyl? (They have very bad allergies.)

Probably. If it's a small office we can look at it and see what we can do. Often we can take out carpet and paint the floor. If someone is requesting this, they will need the funds to do so.

Note about parking: The plan is to replace as many spaces as are being taken out. Once construction has been finished, we will have about 30-40 more parking spots than what we have originally. Some of the parking might be a bit further away, but there will be parking and more lots will be coming in the future. We want to be able to eventually pave all of the gravel lots for accessibility, but for right now we have all of the new ADA spots near Lewis Science. We want our ADA spots closer to the buildings.

IV. Officer Reports

A. President, Steven Shook

1. We will not be hosting any more guest speakers until January.
2. The Campus Talk meeting will be held Thursday, October 29, 2020, via Zoom at 1:40 p.m.
3. Graduation will be held in person this semester. There will be five separate ceremonies with a limited number of people. Volunteers are needed, [click here](#) to volunteer.
4. Bear Care Focus Group: There will be twenty-two small groups with students from different departments to see how they are doing. We will be

looking at ways that we can better help support the students going into the spring semester.

5. COVID-19 testing and tracing information:
<https://uca.edu/coronavirus/files/2020/08/testing-tracing-data.pdf>
6. President Shook has been meeting with other Staff Senate presidents across the state to see how they could potentially network and support each other in their endeavors.

A. Vice President, Nadia Eslinger

1. Thank you to all the volunteers who participated in the Centennial Suffrage event!
2. The deadline for BeWell is October 30, 2020. Be sure to turn in all of your information this week to get your discounted premiums and Bear Bucks.

B. Treasurer, Carlos Herrera

1. The Foundation has set up a new reporting tool called Express Reporting through myUCA. This will make it easier to get fund reports and contribution reports.
2. We have received reallocation funds for Employee Recognition and the Scholarship Committees through the Endowment funds.
3. Thank you to Senator Littleton for helping to secure funds for prizes for our Thankful Thanksgiving event!

C. Secretary, Ashley Isom

1. No report.

D. Parliamentarian/Historian, Elizabeth Gayfield

1. No report.

E. Ex Officio, Kimberly Klotz

1. No report.

V. Senate Committee Report/Highlights

- A. Courtesy Committee: Senator Peterson is sending out five cards.
- B. Reynolds Committee: We need volunteers for a new show, Hocus Focus. This event will need eight full-time volunteers. We also need six more volunteers for

the Sandi Patty show, and one-full time and one part-time volunteer for the second Texas Tenors show.

- C. **Thankful Thanksgiving:** The committee has met a few times since our last Staff Senate meeting. Tickets will still be \$8 and for sale from now until November 13, 2020. Payments will be processed through an online portal. If you are buying tickets for your department through the Foundation, they are asking that you buy the tickets through a personal card and then go through the reimbursement process. When you purchase the tickets, you will have the opportunity to pick a thirty minute window to pick up your food. Food will be picked up in McCastlain. The committee is still working on donations for door prizes. If you or anyone you know would like to donate any items, please contact any committee member. If you will be bringing food items to donate, those can be brought with you to McCastlain. You will not receive a physical ticket this year, but your name will be entered into a spreadsheet for the raffle. **The menu will be:** turkey with dressing and gravy, mashed potatoes, green beans, salad, roll with butter, bottled water, and a choice of two desserts.
- D. **Basketball Committee:** We will be having a basketball season this year, but we don't have a full schedule. There will be one women's game in December, but all other games won't occur until January.
- E. **Employee Recognition:** The committee has voted on nominees and an announcement should be made by the end of the week.
- F. **Angel Bear Committee:** The deadline for applications is November 2, 2020. Trees will also be put up on November 2nd and the angels will be placed on the trees by November 5. Gifts are due on November 23rd and can be dropped off in Brewer-Hegeman 103. If someone wants to adopt an angel and they are currently not working on campus, please contact Kim Klotz.

VI. University Committee Reports

- A. None.

VII. Campus Q&A

- A. None.

VIII. Constituent Concerns

- A. **Questions:** What is work overload, how does it work, and does it affect the bonuses that will be received next month?

Response:

Worker overload is something that is available to non-classified staff. It works differently than “other duties as assigned.” For example: Nadia does her job, but also teaches a class. This is a duty that is different from their normal job and counts as overload. The bonuses only have to do with the base pay, so work overload will not be factored in.

- B. The School of Communication has an event they need volunteers for. They will need to check with Human Resources to see if this event can be considered for holiday time.

- C. Holiday time is accrued hour by hour. Those hours are entered once a month. They will have a totally separate line under leave balances. The hours accrued with Staff Senate can only be used for the two days during the winter break.

IX. Old Business

- A. None

X. New Business

- A. None

XI. Good and Welfare

- A. Vice President Eslinger’s son made his first short film! It is called ,“[Justice](#)”, and viewer discretion is advised.

- B. Senator Smiley: Admission to the OT doctoral program is ongoing, as well as freshman admission. If anyone you know is interested, please have them contact Senator Smiley.

XII. Adjournment

- A. Senator Bartlett motioned to adjourn, and Senator Smiley seconded. Motion carried.