



**April 27, 2022**

## **Staff Senate Meeting Minutes**

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**Senators Present:** Audreka Peten, Carlos Herrera,, Jason Cole, Kristin Jetts, Melanie Watson, Nadia Eslinger, Garth Clayborn, Angela Jackson, Alison Taylor, Jennifer Ruud, Veneta Fricks, Angela Polk, Natalie Shock, Thomas McDaniel, Kyana Smith, Richard Hammond, Steven Shook, Tina Wells, Jason Davis,, Hunter Roberts, Julia Robison

**Senators Absent:** Courtney Bryant, Christy Dade, Jennifer Day, Shad Foley, Elizabeth Gayfield, Kimberly Klotz, Lynetta Morris, Robyn Smith

### **I. Call to Order**

- II. President Eslinger called the meeting to order at 10:05 am.

### **III. Approval of April 13, 2022 Meeting Minutes**

- A. The minutes from the April 13, 2022 meeting were reviewed via email and approved electronically.

### **IV. Guest Speakers**

- A. Human Resources - Britni Elder and Taylor May
  - 1. Move to electronic performance management - Explorance Blue
    - a) Can use the current (paper) process or the new electronic process this year
    - b) Zoom training is being recorded and will be available on the HR website
    - c) May be completed beginning May 1, 2022
    - d) Must be completed by June 30, 2022
    - e) For non-classified employees only
    - f) Employees will have an opportunity to respond to supervisor feedback before final submission
  - 2. Recap of Position Review Project

- a) Opportunity to make changes to our appropriation with the State legislature
- b) 779 eligible employees to participate in position review project
- c) 745 employees completed the position review (94% participation rate)
- d) Also wanted to update Working Titles to make sure HR had a matching title
- e) Making sure UCA is in compliance with the Fair Labor and Standards Act
- f) 184 suggested state title recommendations across campus
- g) 101 working title recommendations across campus

## **v. Officer Reports**

### **A. President, Nadia Eslinger**

- 1. Pandemic Planning Meeting
  - a) Last meeting of the year
- 2. Reviewing RFPs for a new University Marketing firm
- 3. Service Awards tomorrow (April 28) during x-period in Ida Waldran
  - a) Will be livestreamed if you cannot attend in person
- 4. Spring Social is on Friday (April 29) from 11-1
  - a) Still need volunteers to help setup
  - b) Donate to Nadia so she doesn't get pied in the face!

### **B. Vice-President, Carlos Herrera**

- 1. Staff Senate elections have concluded, new senators have been notified
- 2. Thanks to those who attended the Forever a Bear Memorial Service last Thursday

### **C. Treasurer, Kristin Jetts**

- 1. Update on Emergency Fund Foundation Account
  - a) Current balance is at \$907.20
- 2. Professional development submitted receipts for reimbursement
  - a) Current balance is at \$11,243.71

### **D. Secretary, Garth Clayborn**

- 1. No Report

E. Parliamentarian/Historian, Melanie Straw-Watson

1. No Report

F. Ex Officio, Steven Shook

1. No Report

## **VI. Senate Committee Report/Highlights**

A. Courtesy Committee

1. Three cards have been sent out in the past three weeks

B. Emergency Fund

1. We awarded one person \$500

C. Spring Social

1. Hopefully it will not rain so the event will be outside

2. Scavenger Hunt- take your picture in front of the sign to win a prize

3. Yard Games, pie in the face, free catfish lunch, shaved ice

## **VII. University Committee Reports**

A. None

## **VIII. Campus Q&A**

A. None

## **IX. Constituent Concerns**

A. None

## **X. Old Business**

A. None

## **XI. New Business**

A. Executive Board elections

1. Vice President (President Elect)

a) Must have two years available left on Staff Senate

b) Nominees were Jennifer Ruud and Angela Polk

(1) Both nominees accepted the nomination

c) Jenny Ruud is Assistant Director of Academic Advising and advisor of Honors College and University Scholars students. 4th time on Staff Senate.

d) Angela Polk has been on Staff Senate for three years and has been at UCA since 2018.

- e) Jennifer Ruud will be the new Vice President for 2022-23 year.
  - 2. Treasurer
    - a) Angela Jackson has been nominated
    - b) Angela Jackson is a UCA alumni. Loves being on Staff Senate.
    - c) Vote by consensus. Senator Jackson will be the new Treasurer for 2022-23 year.
  - 3. Secretary
    - a) Christy Dade has been nominated and accepted the nomination.
    - b) Vote by consensus.
    - c) Christy Dade will be the new secretary for 2022-23 academic year.
  - 4. Parliamentarian/Historian
    - a) Melanie Watson has been nominated and accepted the nomination.
    - b) Vote by consensus.
    - c) Melanie Watson will be the new Parliamentarian/Historian for 2022-23 academic year.
- B. Remote Fridays in July
- 1. Possibility of providing meal vouchers to essential personnel on Fridays in July for those who cannot work remotely
  - 2. Motion made to provide 200 tickets on two remote Fridays in July to provide lunch to essential personnel from the Continuing Fund.
    - a) Balance of Continuing Fund is \$61,740.07.
    - b) Motion passed unanimously.

## **XII. Good and Welfare**

- A. Faculty and Staff Golf Tournament coming up on May 9th. Teams must be registered by Friday.
- B. Student Worker Peer Coach positions available in the Office of Student Success. Pays \$11/hour, 10 hours per week, students make their own schedule, 3.0 GPA requirement
- C. Academic Advising is moving from Harrin Hall on May 19. Advisors moving into the academic colleges. Advising administration moving to Bernard Hall.
- D. Alumni events coming up in May.
- E. Toad Suck Daze back this weekend!
- F. Commencement volunteers still needed.

## **XIII. Adjournment**

- A. Senator Watson motioned to adjourn. Senator Jetts seconded. Motion carried. Meeting adjourned at 11:07 am.