



## Regular Meeting Agenda - Minutes

July 27, 2022 | 10:00 am

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### Senators Absent:

Angela Polk, Hunter Roberts, Lynetta Morris, Myron Kuykendall, Nicole Sumner, Paige Dutton, Richard Hammond, Ricky Harris, Robby Burton, Shad Foley, Sherita Kern, Tina Wells, Veneta Fricks

### Senators Present:

Carlos Herrera, Melanie Watson, Christy Dade, Angela Jackson, Allison Taylor, Audreka Peten, Courtney Bryant, Danielle Kraus, Elizabeth Gayfield, Eric Fulton, Jennifer Olson, Natalie Shock, Robyn Smith, Tajaro Hudson, Travis Johnson, J.W. Calvery, Jennifer Ruud, Julia Robison, Nadia Eslinger, Jennifer Day

#### I. Call to Order

- A. President Herrera called the meeting to order at 10:02 am.

#### II. Approval of the Minutes previous meeting

- A. 07/13/22 meeting minutes approved.

#### III. Guest Speakers –

- A. None, we plan to have some scheduled in future meetings. Introduced and welcomed Faculty Senate President Kristin Dooley in attendance today.

#### IV. Officer Reports -

- A. President, Carlos Herrera
  - 1. We will be working on putting together goals for this Staff Senate fiscal year. An ideation session was performed at the retreat and we will be going over those together and brainstorming which goals we would like to take on and what we can do to achieve them.
- B. Vice President, Jenny Ruud
  - 1. Committee chairs please stay after meeting today for more information about your duties as a chairperson.
- C. Treasurer, Angela Jackson

1. no report

D. Secretary, Christy Dade

1. Please review your directory information and let me know if any updates are needed before I update our Staff Senate website.

E. Parliamentarian/Historian, Melanie Watson

1. no report

F. Ex Officio, Nadia Eslinger

1. Please put Focus Friday's on your calendar and encourage staff in your departments to do the same. First Friday of each month beginning September 2<sup>nd</sup>.
2. We will have a Staff Senate photo taken at our August 31st meeting, please wear your new Staff Senate t-shirt.

**V. Senate Committee Reports**

1. No committees have met yet. Committee chairs, please schedule your first meeting soon unless you are on a committee whose event and/or duties aren't until after the first of the year.

**VI. University Committee Reports**

1. none

**VII. Campus Q & A**

1. Regarding funeral leave, university policy is that you may use sick leave for bereavement; anything beyond those 5 days will have to be vacation.
2. Regarding Child Education Leave, it can be used for any aged child or grandchild.
3. Staff handbook update suggestion regarding using sick leave for mental health.

**VIII. Constituent Concerns –**

1. Physical plant sent out a notice about new housekeeping guidelines. "Starting August 1st the Physical Plant Custodial Staff will no longer be emptying trash on a daily basis from individual offices. At least one day per week custodial staff will perform normal cleaning in offices including emptying trash. If your trash needs to be emptied more often you will need to take your trash to a community trash receptacle. We are making this move in order to provide better and more consistent service to areas that our students use regularly such as classrooms, restrooms, and common areas. If you have any questions or do not have a

community trash receptacle in your area and would like to request one please email Adam Hensley - ahensley@uca.edu.

2. Parking studies have been done by UCA PD and President Davis, they drive around campus shortly after 8:00 am and count empty parking spaces, there are plenty leftover. Please remember that we have a shuttle service that runs frequently from the farther lots, you can download their app for times and locations. (<https://uca.edu/mobileapp/>). Staff who have a Sunday through Thursday schedule have some concerns. President Herrera will gather more information and pass onto the President's Office.
3. Some of the blue emergency phones around campus are not wheelchair accessible.
4. University events are meant for all staff, supervisors are encouraged to allow staff to attend at their discretion, even if it is in broken down groups/shifts where not everyone is gone at one time to allow for office coverage. Any issues regarding this can be brought to President Herrera to pass along to President Davis.

## **IX. Old Business**

1. Move-in Day
  - a. We currently have about 12 volunteers or so willing to work a refreshment stand. Drinks have been ordered from Coke through Ashley Bennett; these should be here by Aug 10.
  - b. Elizabeth Gayfield volunteered to be the point person for this event
    - i. Emails will be sent to volunteers
2. Ideation Session / Goal Setting for the year
  - a. Discussed items from Retreat and will have goals for the upcoming year set by the next meeting; feedback from Senators.

## **X. New Business**

1. none

## **XI. Courtesy**

1. One card to be sent out.

## **XII. Good and Welfare**

1. Senator Shock said that we have 3 new head coaches. Volleyball- Cassidy Stabile Golf: Austin Eoff, Track: Josey Wheatley
2. Admissions is moving to Harrin Hall, they will not be in Bernard anymore. Move-in has been delayed, so staff are scattered to different areas for the next 6-9 months. Mail will still go to Bernard, you may call the same phone number. Please send students to the Donaghey Welcome Center until further notice.
3. Advancement raised \$11 million this year.
4. ASUN conference is sponsoring men's basketball to go to Ireland.
5. Library has a new director, look forward to some fun changes.
6. The Registrar's Office has an opening for a leadership position.

7. Financial Aid has an opening for an assistant director for the technical area.
8. Pool for disabled is coming, speak with Robyn Smith for more info.
9. Advising has moved, Jenny and Leigh Ann will be in Bernard (former Admissions Office), all others are in their respective colleges now. They have changed it so that students will have the same advisor for all four years.

J. Upcoming events:

1. Commencement – Reynolds Performance Center, August 12-13<sup>th</sup>, volunteer if you can.
2. Faculty/Staff Convocation – Ida Waldran Auditorium, August 24<sup>th</sup> 10:00 am.
3. August 6<sup>th</sup> - Conway Kids Triathlon at HPER, registration is open now. Visit <https://conwaykidstri.com/> for more information.
4. Move-in Day is Saturday, August 20<sup>th</sup>.
5. Welcome Week – August 20-24<sup>th</sup>, Conway Daze
6. Student Worker Job Fair, Student Center ballroom, August 23, 10am to 12pm.
7. DBIE Fair in October.
8. New Faculty and Staff Orientation in August, visit <https://uca.edu/training/orientation/> for more information.

**XIII. Adjournment at 10:54 am**

1. Motion to adjourn by Senator Watson; Second by Senator Gayfield.