



Regular Meeting Agenda

November 30, 2022

10:00 am

Wingo 315

Senators Absent:

Jennifer Olson, Paige Dutton, Shad Foley, Tajaro Hudson, Tina Wells

Senators Present:

Audreka Peten, Danielle Kraus, Eric Fulton, Robyn Smith, Travis Johnson, Robby Burton, Veneta Fricks, Carlos Herrera, Courtney Bryant, Jessica Taylor, J.W. Calvery, Jennifer Day, Christy Dade, Elizabeth Gayfield, Richard Hammond, Natalie Shock, Alison Taylor, Angela Jackson, Lynetta Morris, Sherita Kern, Whit Ables, Jennifer Ruud, Melanie Watson, Myron Kuykendall, Nadia Eslinger, Nicole Sumner, Ricky Harris, Julia Robison

I. Call to Order

- A. President Herrera called the meeting to order at 10:01 am.

II. Approval of the Minutes from previous meeting

- A. 11/09/22 Minutes approved via email.

III. Guest Speakers

A. Kevin Carter

1. Has worked at UCA for 13 years and has replaced Larry Lawrence.
2. 19 employees will be retiring this year.
3. Planning a big update on their website to be more user friendly. Electronic forms, etc. Once it is in production, please let him know if you see anything that needs attention or isn't working correctly.
4. Appreciates the campus patience during this time of being short-handed.
5. Danielle Barron - New Director of Planning, Design and construction.
6. Andy Anderson - New HVAC shops contact
7. Projects:
 - A. Windgate - COVID supply chain delays, but plan to open for spring classes.
 - B. Schichtl - Once existing departments move to Windgate, the building will be renovated for Honors and Global Learning to move in.

- C. McAlister - Hoping renovations will be completed by the end of spring. Air quality upgrades, restrooms, wheelchair ramp, main lobby modifications and mold cleanup.
- D. Harrin - mold remediation, hold up on dehumidifier parts. Approximate completion will be in February.
- E. Burdick - Fire/smoke cleanup and renovation. Entire IT infrastructure needs to be replaced and/or refurbished. No restaurant/cafe will be housed in this building in the future.
- F. Student Success Center / Veteran Services Center - Will be renovated and will include more handicapped parking.
- G. Senator Smith voiced concern about the safety of the crosswalks at Bruce/Donaghey, especially for any persons with accessibility concerns.

IV. Officer Reports

A. President, Carlos Herrera

- 1. COVID group met, the COVID numbers are down, but the flu/cold numbers are relatively high. Make sure to get your vaccinations, take your medications, take care of yourself and please take the time needed off work to recover.
- 2. Board of Trustees meeting on Friday, Dec 2nd at 10 am. [Agenda link](#);

B. Vice President, Jennifer Ruud

- 1. 280 November volunteer hours and have been submitted to HR. Thanks for all your hard work.

C. Treasurer, Angela Jackson

- 1. November treasurer's [report attached](#).
- 2. Staff Senate Scholarships have been separated into 3 accounts.
- 3. Need to pay the trophy bill for Homecoming decorating winners.

D. Secretary, Christy Dade

- 1. No report

E. Parliamentarian/Historian, Melanie Watson

- 1. No report

F. Ex Officio, Nadia Eslinger

- 1. No report

V. Senate Committee Reports

A. Courtesy

1. No report

B. Winter Feast

1. Dec. 7th, 11:00 - 1:00 pm, HPER.
2. Need senators' help to solicit donations from local businesses for door prizes. Gifts must not exceed \$75 in value and cannot be a gift certificate/card for a specific amount, it can only be for goods/services, etc. Bring all donations to Senator Hammond in the HPER center as soon as possible. No later than Monday, Dec. 5th.
3. Need help on the day of the event for setup/teardown.
4. Attendees will not need to show their ticket; if they bought a ticket online, their name will be on the list at the front door.

C. Angel Bear

1. Trees are up now in HPER, Library, Student Center and Wingo.
2. Encourage your colleagues to adopt an angel, there are 63. This will benefit 30 families.
3. Deadline to return gifts is Friday, Dec. 9th, bring to BHCC 103.
4. Monetary donations can always be made out to the UCA Foundation. If you wish to donate, please send checks to Carlos Herrera in Outreach 102. Please make checks payable to the UCA Foundation, with Angel Bear Fund as the memo.

D. Professional Development

1. Quarter 3 funds have been awarded. There were requests totaling over \$24,000.00, but we only had \$9000 available to give. All applicants have been notified

E. Basketball

1. To volunteer for Basketball, complete the form [here!](#) We need you!

VI. University Committee Reports

A. Consensual Relationship Committee

1. Reviewing policy and enforcement of it. Researching if we can just include a link to the policy in the Staff Handbook versus having the entire policy stated, this way it will always be up to date.

B. Strategic Planning

1. Committee met and discussed the plans for this semester.

C. Council on Student Success

1. Discussing the current policy of removing students from classes/meal plans for non-payment of balances due to UCA.

2. Brainstorming ideas to best assist these students.

3. Will be putting together a working group from members of key areas on campus to gather data and put together a plan.

VII. Campus Q & A

A. Safety Walk - followup report from Nelson Landers/Kevin Carter will be complete by Jan/Feb.

VIII. Constituent Concerns

A. Near the intersection of Bruce and Western (outside ITC building) there is a strong smell that will be reported to the Physical Plant.

B. Applicant Tracker - follow up. After speaking with Britni and the company behind applicant tracker there are a few things that we are working on:

1. HR is adding a pop-up during the hiring process that will ask the manager if they've sent out emails / made calls / let people know about the status of their applications (or something of that sort).

2. HR is implementing a new stage on their side to make sure that all applications are moved to the next stage (Not picked for interview, will interview, withdrew, etc) to make sure that the correct emails are sent to every applicant.

C. The biggest issue that you had was getting a courtesy call from the manager after your interview. Unfortunately, there is currently not any policy or best practices in place for this stage in the process. HR has best practices and interview etiquette on their website but that only really entails the beginning of the interview processes. However, Britni and HR will try and reiterate the importance of courtesy calls to hiring managers.

IX. Old Business - none

X. New Business - none

XI. Good and Welfare

- A. Outreach, Student Success, Housing are hiring.
- B. Nadia Eslinger has accepted a position as the Director of the START UP grant program.
- C. Housing Events:
 - 1. Exam Jam - Dec. 7th from 8 - 10 pm. Indoor Practice Facility. Ornament making, inflatable rock climbing, painting, prizes and much more. Hot chocolate and cookies will be served.
 - 2. Late night breakfast - Dec. 7th from 10 - 11 pm in Christian Cafeteria, food, music and prizes.
- D. Library - accepting donations:
 - 1. Warming tree (hats, gloves, scarves)
 - 2. Lavender closet (clothing and accessories).
- E. Registrar's Office - Jarrett Perry is leaving.
- F. Cheryl Lyons is retiring from Financial Aid, reception on Dec. 5th in McCastlain Hall ballroom from 2 to 4 pm.
- G. Be Well - If you earned Bear Bucks from last year, they will be posted to your Bear Card in December.
- H. Bear Facts Day - Dec. 9th. 9 schools, 1600+ registered to attend.
- I. [Foundation scholarship](#) application is open.
- J. HPER is hiring a custodian.
- K. Thank you to the administration for the bonus we received on our paychecks today.
- L. Cookies with Santa at the President's house. Dec. 10th. 10am - 12 pm
- M. Athletics: Home Women's Basketball Saturday at 1pm. It is Coach Marvel (longtime Sugar Bears Basketball coach) Day. He is the winningest coach in UCA history in any sport. When he retired from UCA he was the winningest Women's Basketball Coach in the State of Arkansas. He has since been passed by Joe Foley from Little Rock which ironically is the team we will be playing on Saturday.

XII. Adjournment

A. Motion to adjourn at 11:01 am by Senator Hammond, seconded by Senator Gayfield.

Important Dates:

Staff Senate Holiday Party @ Pres - Dec 6 (5 - 6:30 pm)

Winter Feast - Dec 7 (HPER, 11 am - 1 pm)

Cookies with Santa - Dec 10 (President's House 10am - 12pm)

Holiday Breakfast - Dec 14 (McCastlain Ballroom, 6:30 am - 9 am)

Commencement - Dec 16-17

Remote Days - 12/19-12/21