



Regular Meeting Agenda
August 30th, 2023
10:00am
Wingo 315

Senators Absent: Alison Taylor, Jessica Taylor

Senators Present: Angela Jackson, Audreka Peten, Bryttani Bartlett, Carlos Herrera, Christy Dade, Dylan Richardson, Eric Fulton, Emily Hall, J.W. Calvery, Jasmine Driver, Jennifer Day, Jennifer Olson, Jennifer Ruud, Joe Hooker, LeSha Smith, Melanie Watson, Millie Goins, Nadia Eslinger, Natalie Shock, Richard Hammond, Ricky Harris, Robby Burton, Robyn Smith, Shelley Vangsnes, Sherita Kern, Tina Wells, Travis Johnson, Trisha Clark, Veneta Fricks, Whit Ables

I. Call to Order

A. President Ruud called the meeting to order at 10:09am.

II. Approval of the Minutes of previous meeting

A. 8/30/23 minutes approved via email and are posted to the Staff Senate website.

III. Guest Speakers

A. None

IV. Officer Reports

A. President, Jennifer Ruud

1. Volunteer Hours

a) UCA will now close campus on the last two working days of the calendar year. Staff no longer need to use leave time (or accrued volunteer hours from Staff Senate) for those days.

b) **Starting September 1st**, employees who volunteer for Staff Senate events can now earn up to 16 hours of leave time each calendar year that can be used anytime during the year, subject to supervisor approval.

(1) Volunteer leave balances can never exceed 16 hours. An employee who accrues but does not take the 16 hours within the calendar year can carry over up to 16 hours for the next year

(2) Any time earned prior to **September 1st, 2023** can be used (with supervisor approval) **by December 31st** of this year. Any unused hours over 16 will be forfeited for the upcoming year.

c) Staff Senate is in discussion about other incentives staff can earn for volunteering.

2. Reynolds Update

a) Staff Senate will be compensated \$200 per show, an increase from the previous rate of \$135 per show.

b) Staff Senate will be accepting volunteers for the shows at Reynolds and Windgate.

3. Focused Fridays



- a) Focused Fridays is an initiative developed by Staff Senate to allow staff the opportunity to focus on tasks or projects they've been unable to complete. We encourage staff to avoid scheduling meetings if possible on those days. Focus Fridays will be the first Friday of each month with the exception of September.

- (1) September 8th
- (2) October 6th
- (3) November 3rd
- (4) December 1st
- (5) January 5th
- (6) February 2nd
- (7) March 1st
- (8) April 5th
- (9) May 3rd

4. Student Fees/Staff Update

- a) Still pending.

- B. Vice President, Whit Ables

1. Senator Vacancy - Represents IT

- a) We will reach out to IT, and then open it up to others who may be interested.

- C. Treasurer, Angela Jackson

1. Proposed Staff Senate budget for FY 24 is complete, and senators will vote on the budget at the September 12th meeting.

- D. Secretary, Veneta Fricks

1. Staff Senate Website

- a) The Staff Senate Senators and Committee pages are updated. Other pages will be updated once we receive feedback from senators.

- E. Parliamentarian/Historian, Melanie Watson

1. No report.

- F. Ex Officio, Carlos Herrera

1. Staff Senate storage is being cleaned and organized. Senator Herrera will reach out to respective committee chairs about specific committee areas.

V. Senate Committee Reports

- A. Employee Recognition Committee

1. Employee recognition categories are changing due to all UCA Staff now being non-classified. New Employee of the Quarter categories follow.
 - a) Operations, Trades, Public Safety, Physical Plant
 - b) Admin Specialists, Admin Support, Admin Assistants
 - c) Directors, Associate Directors, Assistant Directors
2. Quarter 1 voting will begin October 1st.

- B. Outreach & Communications Committee



1. The committee is working on the quarterly newsletter for quarter 1, submitting information about courtesy cards to UCA inform, and will begin to update Staff Senate social media accounts.
 2. We are looking to host the first networking “W(h)ine and Cheese” event at the end of September for staff.
 3. Working on the “Reclaiming Your Time” and “Get Up and Get Moving” initiatives to promote holistic wellness for staff.
- C. 40th Anniversary Committee
1. There will be a calendar of events to celebrate Staff Senate’s 40th Birthday.
 2. There will be a logo contest for people to create a celebratory 40th logo for Staff Senate. This logo will be used in future marketing and promo items for Staff Senate’s 40th Anniversary.
 3. Staff Senate 40th Anniversary details to look out for include t-shirts for staff, tabling at the food truck fest, themed Winter Feast, past presidents reception, total eclipse party, and 80s themed birthday party for spring social.
- D. Reynolds Committee
1. Team leads have been selected for all shows, and the call for volunteers is out.
- E. Angel Bear Committee
1. The timeline has been modified to accommodate supplemental shopping for angels.
 2. All staff members who submit an application for Angel Bear are eligible.
 3. Applications for angels will go out to campus October 6th.
- F. Courtesy Committee
1. 2 cards requested.
- G. Football Committee
1. Tickets for home games can be reserved and purchased online at <https://ucasports.universitytickets.com/>
 - a) Register under student/faculty/staff
 - b) Login using your UCA Credentials
 - c) Create an account
 - d) Select a game & secure your tickets
 - e) Faculty and staff are allotted 4 tickets each. You can order all of your tickets at one time.
 2. The September 9th game needs 3 more volunteers. Click here to volunteer <https://uca.edu/staffsenate/football-ticket-taker-volunteer-form/>
 - a) Volunteers will receive a concession voucher for a drink and food.
- H. Staff Handbook Committee
1. Handbook edits are done, and the document has gone to the board of trustees for approval.
 2. Language has been changed to reflect the employee classification changes.



VI. University Committee Reports

- A. Academic Integrity and Discipline
 - 1. Met to decide on one appeal.
- B. Retirement Q2
 - 1. There are Roth accounts UCA employees can sign up for with HR.
 - 2. Reviewed current funds and performance.

VII. Constituent Concerns/Communication

- A. Gas prices
 - 1. We need more specific examples to most effectively address this concern.
- B. Salary compression
 - 1. Compensation committee will meet to brainstorm ideas about salary compression.
- C. Physical Plant custodial
 - 1. It was anonymously reported through a Senator that contractors are being used to clean because the Physical Plant is understaffed. As a result employee schedules/building assignments are being changed with short notice. We are looking into this concern and will get back with the constituent.

VIII. Old Business

- A. Welcome Breakfast Shift Sign-Ups
 - 1. Staff Senate will be at the President's Welcome Back Breakfast on 8/30/23. Senators are encouraged to come and meet with constituents in their Staff Senate shirts or polos.

IX. New Business

X. Good and Welfare

- A. Senator Jenny Ruud
 - 1. Senator Angela Jackson and Nadia Eslinger yay!
- B. Senator Veneta Fricks
 - 1. If you are concerned about a student, you can report the concern to the Dean of Students office using the [Student of Concern Report](#). There is a [guide](#) on our website to help you determine the best course of action when reporting a student concern.
 - 2. Our See Something, Say Something campaign related to our new [amnesty policy](#) is an initiative that we will promote throughout the year. We want our students to know that fear of repercussions should not hinder them from making a call that could save someone's life. Help us spread the word by familiarizing yourself with the policy and picking up a button from our office or at one of our tabling events.



3. We are launching a social norming campaign at UCA to promote healthy behaviors related to alcohol, drugs, and mental health. Encourage students to take the survey for a chance to win prizes.
- C. Senator Millie Goins
1. We are moving to do a launch lab merging student affairs and academic affairs to survey the students.
 2. CETAL launched their book clubs, and I will be co-facilitating a book club on ADHE and diversity for women.
- D. Senator Natalie Shock
1. For information about UCA Athletic games click here:
<https://ucasports.com/>.
- E. Senator Eric Fulton
1. Library closed for Labor Day until 10:00pm and will resume regular library hours.
 2. Be Well submissions are due 10/31/23. The new Be Well system starts 11/1/23.
- F. Senator Robby Burton
1. Wingate
- G. Senator Jennifer Day
1. Received a promotion in Physical Plant as Supervisor for Maintenance 2nd Shift.
- H. Senator Emily Hall
1. Got a new job at UCA as an Advisor for Biology.
- I. Senator Shelley Vangsnes
1. Student Success is beginning to transition to their new space across from Donaghey Hall.

XI. Adjournment

- A. Motion to adjourn at am by 11:03am Senator Carlos Herrera, seconded by Senator Eric Fulton.

Important Dates:

September 19th – Campus Talk

September 21st – Wingate Ribbon Cutting – 4:00pm

December 5th – Faculty/Staff Senate Holiday Reception 5pm–6:30pm (at the President’s house)

Upcoming Guests

September 13th – Guest, President Davis

September 27th – Guest Kevin Carter

October 11th – Guest Human Resources