



Regular Meeting Agenda

December 13, 2023

10:00am

Wingo 315

Senators Absent: Alison Taylor, Bryttani Bartlett, Jasmine Driver, Jessica Taylor, Millie Goins, Natalie Shock, Sherita Kern, Tiffany Turner

Senators Present: Angela Jackson, Audreka Peten, Carlos Herrera, Christy Dade, Dylan Richardson, Eric Fulton, Emily Hall, J.W. Calvery, Jennifer Day, Jennifer Jones, Jennifer Olson, Jennifer Ruud, LeSha Smith, Melanie Watson, Nadia Eslinger, Richard Hammond, Ricky Harris, Robby Burton, Robyn Smith, Shelley Vangnes, Tina Wells, Travis Johnson, Trisha Clark, Veneta Fricks, Whit Ables

I. Call to Order

A. President Ruud called the meeting to order at 10:00am.

II. Approval of the Minutes of previous meeting

A. 11/29/23 were approved and posted on the Staff Senate website.

III. Officer Reports

A. President, Jennifer Ruud

1. WinterFeast & Angel Bear Acknowledgment

a) Special thanks to the WinterFeast and the Angel Bear Committees for your work this holiday season. 202 prizes were collected for WinterFeast. 556.6 pounds of food was donated to the Bear Essentials Food Pantry.

2. Staff Senate Volunteer Hours

- a) The policy that began on September 1st of this year is that those who volunteer for Staff Senate events are able to earn up to 16 hours of leave time each calendar year that can be used anytime during the year, subject to supervisor approval.
- b) 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.
- c) Any time earned prior to September 1st, 2023 can be used (with supervisor approval) **by December 31st** of this year (2023). Any unused hours over 16 will be forfeited for the upcoming year.

3. MLK Prayer Breakfast

a) January 12th at 9:00am in the Ronnie Williams Student Center 205. Senators please attend if you are able.

4. Aviation Academy

a) 1,133 people have signed up to express interest in the UCA Aviation Academy with 30 available spots.

- B. Vice President, Whit Ables
 - 1. No report.
- C. Treasurer, Angela Jackson
 - 1. No report.
- D. Secretary, Veneta Fricks
 - 1. Website Updates
 - a) Senator Tiffany Turner's photo has been added to the Staff Senate website.
- E. Parliamentarian/Historian, Melanie Watson
 - 1. No report.
- F. Ex Officio, Carlos Herrera
 - 1. There are still free shirts available for staff. Remaining sizes are XL-5X and can be picked up from Brewer-Hegeman Conference Center.
 - 2. The form to purchase the 40th anniversary Staff Senate shirt is live. Shirts can be purchased for \$15 through mid January. Get yours [here!](#)

IV. Senate Committee Reports

- A. Courtesy Committee
 - 1. 7 cards requested.
- B. Angel Bear Committee
 - 1. Angel Bear gifts will be distributed on December 14th and 15th from 9:00am to 4:00pm in the Brewer-Hegeman Conference Center.
 - 2. Angel Bear served 46 families and 90 angels.
- C. WinterFeast Committee
 - 1. Next year WinterFeast will be held on December 4, 2024.
- D. Employee Recognition
 - 1. Nominations for Employee of the Quarter for quarter 2 will open on January 8th and will close on January 19th.
- E. Outreach and Communications
 - 1. Birthday Card
 - a) We have received some concerns about birthday card discrepancies to include missing names, concerns about personal information being released, and those who are no longer at the university. We are working with HR to make sure future lists are accurate. If you are aware of someone who does not want to be included in the birthday card from Staff Senate, please have them send an email to Staff Senate (staffsenate@uca.edu).
 - 2. Line Dance Classes
 - a) Line dance classes will begin on January 22nd at 5:00pm.
- F. Compensation Committee
 - 1. The Compensation Committee met to discuss the independent compensation study that will be discussed in the spring. There will be a quick turnaround for the study.

V. University Committee Reports

- A. Academic Integrity and Discipline Committee

1. There was one case to review.
- B. Veterans Day Committee
 1. Thank you to everyone who attended the Veteran's Day ceremony.
- C. Diversity Advisory Committee
 1. Dr. Nadia Eslinger presented on BearLife.
 2. Dr. Chris Craun presented the Belonging Survey Report for non-traditional and transfer students.
- D. MLK Prayer Breakfast
 1. The committee is finalizing plans for the MLK Breakfast to be hosted on January 12th. Information is posted to UCA Inform. Senators are encouraged to attend and bring constituents.

VI. Constituent Concerns/Communication

- A. EOQ Parking Spots Signs
 1. **Constituent Concern:** "EOQs are allowed to have the parking spot of their choice for the following quarter after winning the award. EOQs from Quarter 4 still have their spots, way over the allowed time period for winners. The EOQs from Quarter 1 also have their spots because the Physical Plant had to make extra signs last year. The concern is that Q4 EOQs still have their spots, making it unfair for other employees looking for spaces. Is there a way to more efficiently communicate with Physical Plant about picking up the old EOQ signs and placing them in the new locations instead of them just setting out the extras and taking up extra parking spots?" **Response:** The Employee Recognition committee will add reminders to the committee task list for the Physical Plant to pick up and move the EOQ parking signs as a temporary solution. The committee will meet as a committee to discuss a more permanent solution.
- B. EOQ Nominee Notification
 1. **Constituent Concern:** "Can Employee of the Quarter nominees be notified or identified? I'm not certain if this has been asked or addressed or maybe in the newsletter we can highlight in the newsletter." **Response:** Employee of the Quarter nominees will be included in future Staff Senate newsletters.
- C. WinterFeast Donor Acknowledgement
 1. **Constituent Concern:** "There is a concern about donor names being overlooked or unheard at Winter Feast. Do we want to explore the option of listing the names of donors in the Staff Senate newsletter? This was a concern from an employee who donates annually." **Response:** The Winter Feast donors will be included in the newsletter in the future.

VII. Old Business

- A. Revisions to the constitution have been approved.
 1. 129 employees voted. 93.5% (123) voted in favor of the revisions and the remaining rejected. The revisions will be included in the constitution moving forward.

VIII. New Business

- A. None

IX. Good and Welfare

- A. Senator Jenny Ruud - Thank you senators for all you do and have done to support staff on campus. You all are appreciated and have an amazing holiday break.
- B. Senator Nadia Eslinger - Basketball volunteers are needed. Please sign up [here](#).
- C. Senator Travis Johnson - Commencement volunteers are needed to help with graduate check in. Please sign up [here](#).
- D. Senator Richard Hammond - HPER hours for finals week and winter break can be found [here](#).
- E. Senator Angela Jackson - The Paws Up Caps Off celebration for UCA graduates will be at the Buffalo Alumni Hall at 5:00pm on December 13th. Festive sweaters are encouraged.
- F. Senator Eric Fulton - Library hours for finals week and winter break can be found [here](#).

X. Adjournment

- A. Motion to adjourn at 10:31am by Nadia Eslinger Senator, seconded by Senator Whit Ables.

Important Dates:

December 13th - President's Holiday Breakfast

December 18th-20th - Remote Work

January 2nd-3rd - Remote Work

January 12th - MLK Prayer Breakfast

April 8th – Total Solar Eclipse Events

Upcoming Guests

Feb 28th - Dr. Angela Webster