



Regular Meeting Agenda
January 10, 2024
10:00am
Wingo 315

Senators Absent: Alison Taylor, Audreka Peten, J.W. Calvery, Jasmine Driver, Jennifer Olson, Nadia Eslinger, Ricky Harris, Tina Wells

Senators Present: Angela Jackson, Bryttani Bartlett, Carlos Herrera, Christy Dade, Dylan Richardson, Eric Fulton, Emily Hall, Jennifer Day, Jennifer Jones, Jennifer Ruud, Jessica Taylor, LeSha Smith, Melanie Watson, Millie Goins, Natalie Shock, Richard Hammond, Robby Burton, Robyn Smith, Shelley Vangsnes, Sherita Kern, Tiffany Turner, 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. 12/13/23 were approved and posted on the Staff Senate website.

III. Officer Reports

A. President, Jennifer Ruud

1. Weather

- a) There will be information going out to the UCA community on January 12th regarding the procedure for anticipated inclement weather.
- b) Physical Plant and Housing & Residence Life are preparing for the anticipated weather and will conduct building walks daily.
- c) The Christian Cafeteria and the Ronnie Williams Student Center both have generators in case power goes out.

2. Holiday Calendar

- a) The university will be closed on Monday, January 15th for Martin Luther King Day.
- b) The 2024 UCA Holiday Schedule is attached.

3. Narcan Stations

- a) Narcan stations in all buildings across campus. Anyone can use the Narcan in case of a medical emergency. Instructions are included in the boxes.
- b) There is an online training for staff and faculty in Vector Solutions. To find the training log on to Vector Solutions Employee Training, click on Extra Training, and search for NARCAN training. Dr. Stephanie Rose (srose3@uca.edu) also offers in-person Narcan training.

- c) The Dean of Students Office assigned Narcan training to all UCA students (graduate and undergraduate) via Vector Solutions. The training also includes information about the Student Medical Amnesty policy. The training should automatically populate on the students' "My Assignments" dashboards.
 - 4. Employee Engagement
 - a) The Employee Enrichment and Engagement office is moving to Human Resources.
 - 5. Amy Whitehead
 - a) Coming to the next Staff Senate meeting on January 31st to talk about the UCA Eclipse Day on April 8th. Click [here](#) for information about the Total Solar Eclipse at UCA.
- B. Vice President, Whit Ables
 - 1. No report
- C. Treasurer, Angela Jackson
 - 1. All Quarter 2 professional development expenses have been processed.
- D. Secretary, Veneta Fricks
 - 1. No report.
- 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. This is the last week to pick up shirts. The next time these shirts will be available is the Spring Social in April.
 - 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](#)!
 - 3. The 40th Celebration Committee is planning the celebration event for past senators to tentatively be held on leap day.

IV. Senate Committee Reports

- A. Courtesy Committee
 - 1. 3 cards requested.
- B. Employee Recognition Committee
 - 1. Nominations for Employee of the Quarter for Quarter 2 are open on January 8th and will close on January 19th. Nominate an employee [here](#)! Winners will be announced at the end of the month.
- C. Outreach and Communications Committee
 - 1. Line Dance Classes
 - a) Line dance classes will begin on January 22nd at 5:00pm. The space is limited to 60 people. Save your spot [here](#)! Please see the end of the minutes for full class details.
 - b) Details about the line dance classes along with information about Staff Senate's Get Up and Get Moving initiative will go out on Friday.

V. University Committee Reports

- A. None

VI. Constituent Concerns/Communication

- A. **Constituent Concern:** Ferguson chapel being used for storage from Snow Fine Arts?

1. **Response from Kevin Carter:** The chapel is not being used for storage, but it is being used for classroom instruction for the music department. We're doing a large HVAC project in Snow this semester and they've been displaced all over campus.

- B. **Constituent Concern:** Can you please find out why it is not within our campus climate to promote from within/develop leaders from within only to offer more money to an outsider when someone leaves, instead of offering more money and/or training to the current staffer with institutional knowledge? I understand that it may not be every department on campus, but it does seem prevalent in many departments and as campus morale is already down, should there be a plan to develop leaders from our current population? Additionally, is there a process for staff to evaluate their supervisors? Can that be implemented as many supervisors may not be aware of how they are being perceived or how effective their leadership is?

1. **Response:** Staff Senate will reach out to Human Resources and Employee Enrichment and Engagement as they are hoping to offer some training for supervisors in the coming year.

- C. **Constituent Concern:** A constituent has opted to not use PayerMatrix due to some concerns. This constituent will also contact Human Resources to discuss.

1. **Response:** Please contact Human Resources if you have questions about PayerMatrix.

VII. Old Business

- A. None

VIII. New Business

- A. The Employee Recognition Committee is considering modifying Employee of the Quarter to Employee of the Month beginning FY25 to allow more opportunities to recognize UCA staff.

1. The Employee Recognition Committee will meet to formulate a proposal to switch from EOQ to EOM, discuss more ways to market the EOQ nominations, and consider other possibilities for staff recognition. The committee will meet to formulate a concise proposal to present to Senate.

IX. Good and Welfare

- A. Senator Jennifer Ruud - MLK Prayer Breakfast will be on Friday, January 12th in the Ronnie Williams Student Center, 205. The breakfast buffet will open at 8:15am, and the program will begin at 9:00am.

- B. Senator Melanie Watson - Outreach & Community Engagement is searching for a student worker. See the posting [here](#).

- C. Senator Veneta Fricks - Basketball volunteers are needed. Please sign up [here](#). The Emergency Textbook Grant application is open for students and will close on February 18th. Click [here](#) for more information.
- D. Senator Emily Hall - Classes begin tomorrow, January 11th. If there are students who still need help with their schedules, please encourage them to reach out to their advisors.
- E. Senator Jessica Taylor & Senator Natalie Shock - Basketball has two double-headers this week. On Thursday, January 11th the Sugar Bears will play Lipscomb at 5:00pm, and the Bears will play Eastern Kentucky at 7:30pm. On Saturday, January 13th, the Sugar Bears will play Austin Peay at 1:00pm, and the Bears will play Bellarmine at 3:30pm. For more information about athletic schedules, click [here](#). Get your tickets to support the Bears and the Sugar Bears [here](#)!
- F. Senator Robyn Smith - The OARS office is looking for 2 federal and 1 institutional student worker. The new parking lot between Conway Hall and the Ronnie Williams Student Center is open. However, the majority of the spots have been taken by residential students. The thought that other people like university guests and commuters being able to use those spaces will be a mute point because the residential students are not likely to move from those spaces.
- G. Senator Angela Jackson - Please attend the MLK Prayer Breakfast on Friday, January 12th. There will be food, and Arkansas State Representative Tara Shepherd will be speaking. There will also be 3 UCA student groups performing during the event. Please remember to drip your faucets Saturday night and Sunday in preparation for the weather.
- H. Senator Travis Johnson - Please attend the MLK Prayer breakfast on Friday. In light of recent incidents in Conway, this event will hopefully be a pivotal one for our community.
- I. Senator Shelly Vangsnes - Please stop the new Student Success and Veterans Resource Center location if you have not had the opportunity to do so.
- J. Senator Tiffany Turner - The renovations to the RWSC Ballroom recently finished with a new sound system, paint, carpet, and floor tiles.
- K. Senator Sherita Kern - Career Services is hosting a career fair for nursing students on January 18th from 5:00pm-7:00pm.

X. Adjournment

- A. Motion to adjourn at 10:30am by Senator Melanie Watson, seconded by Senator Whit Ables.

Important Dates:

January 22nd - Staff Senate Paid Line Dance Class

January 29th - Employee Paid Line Dance Class

April 8th – Total Solar Eclipse Events

April 26th - Spring Social

Upcoming Guests

January 31st - Amy Whitehead

February 28th - Dr. Angela Webster

Staff Senate Line Dance Classes Details

Instructor: Denicha Kemp

Line Dance Location: Farris Center 210

Genres: All (Pop, Hip Hop, Country, R & B, Contemporary, etc.)

Number of Line Dances Per Class: 2

Payment Details:

- Staff Senate will pay for 6 sessions at \$100 per session plus the \$192 in fringe benefits because the instructor is an employee for UCA. The total cost will be \$792. The payment will come from the Continuing fund that benefits all staff. If employees choose to take classes every week, they will self-pay \$5 for each session outside of the ones the Staff Senate covers.

Line Dance Class Dates:

Staff Senate Paid Sessions	Employee Paid Sessions
Monday, January 22nd at 5:00pm (Flex & Fireball will be the first two line dances.)	Monday, January 29th at 5:00pm
Monday, February 5th at 5:00pm	Monday, February 12th at 5:00pm
Monday, February 19th at 5:00pm	Monday, February 26th at 5:00pm
Monday, March 4th at 5:00pm	Monday, March 11th at 5:00pm
Monday, March 25th at 5:00pm	Monday, April 1st at 5:00pm
Monday, April 15th at 5:00pm	Monday, April 22nd at 5:00pm

Class Sign-Up Required:

- Farris 210 has a maximum capacity of 60 people. Any staff or faculty interested in attending must sign up using the Google Form provided [here](#).